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Office of the President

27 October 2015

MEMORANDUM CIRCULAR NO. 62
Series of 2015

T O: All Professors/Instructors on Teacher's Leave Status

R E: Teacher's Leave for SY 2015-2016

As a policy of the university, academic faculty on teacher's leave status can avail of 14 days Christmas leave and 70 days Summer Leave or a total of 84 days. To have uniformity in the filing of teacher's leave for SY 2015-2016, the following number of days are computed as follows:

December 19-31, 2015	- 13 days
January 1-3, 2016	- 3 days
March 30-31, 2016	- 2 days
April 1-30, 2016	- 30 days
May 1-31, 2016	- 31 days
June 1-5, 2016	- <u>5 days</u>
	84 days

With the above schedule of teacher's leave, all academic faculty on teacher's leave status should be back for work on the 6th day of June 2016 subject to revision since the university has no approved school calendar yet for SY 2016-2017.

For information and guidance.


JOSE L. BACUSMO
President