



# LEYTE STATE UNIVERSITY

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*Office of the President*

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## MEMORANDUM CIRCULAR NO. 59

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**T O: All College Deans, Department Heads and Professors/Instructors**

**R E: Sabbatical Leave Assignment**

Please find an excerpt of the minutes of the Academic Personnel Board during its meeting on May 29, 2003 and as approved by the undersigned:

*"Based on ViSCA Code, sabbatical leave is supposed to be in the form of study leave and/or exchange professorship with other colleges or universities to encourage study, investigation and research and to improve their competencies for service to the University. As a stop gap, the university allows preparation of study guides for those faculty who want to go on sabbatical leave. Since we have enough study guides already, it is recommended that effective June 2005, preparation of study guides will not be allowed anymore as reason to go on sabbatical leave. To answer the query as to number of outputs required by APB, this is based on the historical approval by the Board of Regents. For those who went on Sabbatical Leave for six (6) months, the requirement is two (2) study guides. Hence, for a one (1) year leave, the requirement must be four (4) outputs. This shall also depend on the acceptance of the output as outlined in the plan by the applicant to the APB."*

For information and guidance.

  
**PACIENCIA P. MILAN**  
President