



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM ORDER NO. 01, s. 2014

TO : **VICE PRESIDENTS, CAMPUS DIRECTORS, DEANS and DIRECTORS, CHAIRPERSONS and HEADS OF UNITS**
This University

FROM : **SERAFIN LINGOHAYON, PhD**
University President

SUBJECT : **SCHEDULE OF FORCED/MANDATORY LEAVE IN COMPLIANCE TO SEC. 25 (a) OF RULE XVI OF THE OMNIBUS RULES ON LEAVE**

DATE : **January 2, 2014**

1. Section 25(a) of Rule XVI of the Omnibus Rules on Leave state that:

"All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation whether continuous or intermittent for a for a minimum of five (5) working days annually under the following conditions:

(a) "The Head of Agency shall, upon prior consultation with the employees, prepare a staggered schedule of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave."

2. In compliance to the above rule, Head of Offices are advised to consult with their staff and prepare and submit to the Office of the Human Resource Management Officer a schedule of forced leave of all staff under their supervision including themselves.
3. The Office of the Human Resource Management Officer is tasked to collate and submit to the University President for approval. Subsequently, all scheduled forced leave shall be strictly followed except when the scheduled leave is cancelled by the University President due to exigency of the service.
4. Deadline of submission shall be on January 24, 2014.

Copy Furnished: Vice Presidents; Campus Directors; Deans and Department Directors; Chairpersons; Heads of Units; Records; File