



# Ateneo de Zamboanga University

*The Jesuit University in Western Mindanao, Philippines*  
Since 1912

## OFFICE OF THE VICE PRESIDENT FOR BASIC EDUCATION

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## MEMORANDUM

VPBED-08-2025

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**DATE : OCTOBER 22, 2025**  
**TO : ALL BASIC EDUCATION TEACHERS**  
**SUBJECT : REPORTING SCHEDULE DURING SEMESTRAL BREAK**

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This memorandum is issued to clarify the work arrangements for the upcoming semestral break. While students will be on break, teachers may still be required to report for work to attend to official functions such as, but not limited to:

- In-Service Trainings (INSETs)
- Curriculum planning and development
- Assessment preparation
- Other school-related tasks as deemed necessary

Please be reminded that reporting days during the semestral break are considered part of the official school calendar and fall within the regular work schedule of teachers.

Specific schedules, including reporting dates and assigned activities, will be communicated by your respective principals.

Thank you for your continued dedication and professionalism as we prepare for the next semester.

**(sgd) Jeffrey O Jalani MS MDM**  
Vice President for Basic Education