



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

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

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