



To: ALL ADMINISTRATIVE EMPLOYEES

Fr: Vice President for Administration

Re: **New Work Schedule Effective Tuesday, March 24, 2020**

Due to the worsening situation of COVID 19 pandemic, the Cabinet in its meeting today decided to minimize the entry of employees to the campuses and came up with the following work schemes effective Tuesday, March 24, 2020 until further notice:

1. **Work from Home.** Employees are encouraged to work from home. Department heads will assign and monitor the work through email. Confidentiality must be strictly observed.
2. **Critical Departments.** For work that can't be done at home and only inside the campus, kindly coordinate with your respective heads. COVID 19 preventive protocols must be strictly observed while in campus.

At home, I would like to remind everyone to continue observing the preventive measures. And most of all, let us pray to the Almighty Father for the solution to this pandemic and be witnesses to the Word by helping those in need.


Fr. Generoso Rebayla, Jr., SVD

cc: Cabinet
HRMO
Payroll