



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT

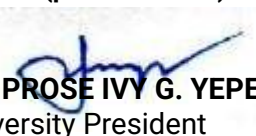


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MEMORANDUM CIRCULAR NO. 252
Series of 2025

TO: **All Concerned Personnel**

RE: **Suspension of Work and Classes in the afternoon of September 22, 2025 (Monday)
Adjusted Schedule for the Finalization of PPAs and Formulation of LIBs and
PPMPs (per NEP 2026)**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **September 19, 2025**

Pursuant to **Memorandum Circular No. 96** issued by the Office of the President of the Republic of the Philippines declaring the suspension of work in government offices under the Executive branch starting **1:00 PM on September 22, 2025** in observance of the 33rd National Family Week and "*Kainang Pamilya Mahalaga*" Day, **Visayas State University shall likewise suspend work and classes starting 1:00 PM on the said date.**

In line with this, necessary adjustments are made to our scheduled **Finalization of PPAs and Formulation of LIBs and PPMPs (per NEP 2026)** originally set from 8:00 AM to 5:00 PM at the RDE Hall. The updated arrangements are as follows:

1. Morning Session (8:00 AM – 12:00 NN)

- a. All UAdCo members and unit/department heads are required to attend onsite at the RDE Hall.
- b. All participants from the VITA campuses shall join the session online via Zoom
<https://vsu-edu-ph.zoom.us/j/99755673513?pwd=ulkgG2xosPTVXYMS4nfweuyRnxThUq.1>
Meeting ID: 997 5567 3513
Passcode: 623337
- c. Faculty and staff are not anymore required to attend this session.

2. Afternoon Session (Suspended starting 1:00 PM)

- a. In line with the suspension of work and classes, there will be **no online or onsite workshop in the afternoon.**

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- b. Everyone is encouraged to observe the *“Kainang Pamilya Mahalaga” Day* by spending meaningful time with their families.
- The necessary coordination and follow-through of workshop outputs shall be managed directly by the respective Vice Presidents, Chancellors, and STO Offices within their clusters.

This workshop remains a critical step in ensuring that the Line Item Budgets (LIBs) and Project Procurement Management Plans (PPMPs) for FY 2026 are aligned with institutional goals and major final outputs.

3. Additional Guidelines:

- a. **Job Order (JO) Employees:** The *“no work, no pay”* policy shall apply for the affected afternoon schedule. However, those who opt not to participate in the observance of *“Kainang Pamilya Mahalaga” Day* may choose to report for work in the afternoon, subject to the discretion and supervision of their respective heads of office.
- b. **Part-Time Faculty Members:** As classes will be suspended, half-day pay shall be deducted in accordance with existing policies.
- c. Employees performing essential services (e.g., medical response, emergency services, security, animal feeding, and electrical maintenance) shall remain on duty as applicable to sustain vital operations and public safety.

The above adjustments are made to balance our operational priorities with our support for the national observance of Family Week.

For your information and proper guidance.