



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



**MEMORANDUM CIRCULAR NO. 117**  
Series of 2025

**TO: All VSU Faculty, Staff, and Students**

**RE: Work and Class Schedule for the Observance of the Holy Week Holidays**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: April 11, 2025**

In observance of the upcoming regular holidays on April 17 (Maundy Thursday) and April 18 (Good Friday), and to help ease traffic congestion and facilitate smoother travel in anticipation of increased mobility during the Holy Week, please be guided by the following work and class arrangements, in coordination with the Office of the Vice President for Academic Affairs (OVPA) and the Human Resource Management and Development Office (HRMDO):

**1. Delivery of Classes**

- All classes on **April 14-15, 2025 (Holy Monday and Holy Tuesday)** shall be delivered asynchronously. Faculty members may either report to their offices or adopt a flexiplace or work-from-home (WFH) arrangement on these dates.
- All classes on **April 16, 2025 (Holy Wednesday)** are suspended.

**2. Reporting to Work (Faculty, Staff, and Part-Time/Job Order Personnel)**

- Work shall continue on **April 16 (Holy Wednesday) from 8:00 AM to 12:00 NN** under a flexiplace/WFH arrangement. All immediate supervisors are directed to ensure that a skeletal workforce will be maintained in their respective office/unit during this period.
- Work is suspended on **April 16 (Holy Wednesday) at 1:00 PM onwards.**

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- For employees whose nature of work involves providing essential services such as medical and emergency response, security, feeding of animals, and electrical service shall remain operational throughout the holiday period.

**3. Attendance and Accomplishment Reports**

- Personnel on flexiplace/WFH arrangements must log their attendance through the HRIS – Work from Home Attendance system.
- A duly approved Accomplishment Report must be submitted and/or attached to the individual Daily Time Record for the month of April 2025 (please see attached template).

4. All concerned officials and employees are directed to unplug all appliances and electronic devices before leaving for the holidays to conserve energy and avoid electrical hazards. Laboratories and research facilities that require continuous 24/7 operations are exempted from this directive, provided that designated personnel are assigned to oversee and monitor their proper functioning throughout the break.

**5. Resumption of Classes, Regular Operations, and Anniversary Activities**

- Regular classes, work operations, and anniversary activities will resume on **Monday, April 21, 2025.**

We wish everyone safe travels and a meaningful observance of the Lenten season.