

**MEMORANDUM CIRCULAR NO. 258**

Series of 2025

TO: **ALL VSU Employees**

RE: **Suspension of Work due to Severe Tropical Storm *Opong***

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

*For and on behalf of the University President:*



**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

DATE: **25 September 2025**

In light of the continuing effects of **Severe Tropical Storm *Opong*** and to ensure the safety and welfare of all employees, **work in all VSU offices is hereby suspended effective 1:00 PM today, September 25, 2025, until September 26, 2025 (Friday)**. This directive applies to all employees across the Main and VITA Campuses.

**1. Work Arrangement Guidelines**

- All offices shall adopt a **Work-From-Home setup** during this period.
- **Unit heads and supervisors** are directed to monitor the accomplishment of tasks and outputs through appropriate online communication platforms.
- All Job Order (JO) personnel shall be duly compensated today in accordance with existing policy.

**2. Essential Personnel**

- **Essential personnel** rendering critical services (e.g., medical and emergency response, security, utilities, and livestock/farm care) shall remain on duty as required to sustain vital campus operations.

**3. Evacuation and Safety Measures**

- **Evacuation, if necessary, will be facilitated by the University Disaster Resilience and Management (UDRM).**
- This arrangement is made in consideration of everyone's safety while ensuring that essential operations of the University remain functional.
- Everyone is strongly urged to remain vigilant, prioritize safety, and cooperate with authorities by following only official advisories.

For your guidance and compliance.

**OFFICE OF THE PRESIDENT**

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