



28 August 2018

**MEMORANDUM CIRCULAR No. 57**  
Series of 2018

**TO: All Deans, Department Heads, and Directors of Research Centers and Institutes**

**RE: Request for Flexi Time**

In the university, employees who are performing administrative functions are reporting for duty from 8:00AM to 12:00nn and 1:00PM to 5:00PM from Monday to Friday. All faculty members occupying administrative designations are likewise expected to follow the same reporting time/schedule considering that their main function as unit heads is to supervise the daily operations of the unit to ensure effective delivery of services.

In view of the foregoing, please be informed that as heads of academic and research units, request for flexi time cannot be justified.

Please be guided accordingly.

Very truly yours,

  
**EDGARDO E. TULIN**  
President