



3 November 2017

**MEMORANDUM CIRCULAR NO. 77**

Series of 2017

**T O: All Utility Workers**

**R E: Work Schedules**

To improve the efficiency and best serve the university and its clientele, below is the work schedule of the Utility workers assigned in the Administrative, Instruction and Research group:

Activity	Group	Start	Finish
	<b>Instruction Group</b> 5:30 – 7:00 am 8:00 – 10:30 am 1:30 – 5:30 pm		
Opening & Cleaning of offices, Laboratories & Surroundings		5:30 am	7:00 am
<b>Breakfast Break</b>		7:01 am	8:00 am
Cleaning of CRs, windows & ceiling		8:00 am	9:00 am
Messengerial, Photocopying, Mimeo services & other tasks		9:01 am	9:45 am
Cleaning of CRs		9:46 am	10:30 am
<b>Lunch Break</b>		10:31 am	1:00 pm
Cleaning of CRs		1:30 pm	2:00 pm
Messengerial, Photocopying, Mimeo services & other tasks		2:01 pm	3:00 pm
Cleaning of CRs		3:01 pm	4:00 pm
Cleaning of classrooms, offices, laboratories & closing of doors		4:01 pm	5:30 pm
	<b>Administration Bldg. Group</b> 6:30 – 10:30 am 1:30 – 5:30 pm		
Opening of offices & Cleaning of CRs		6:30 am	7:00 am
Cleaning of offices		7:01 am	8:00 am
Cleaning of surroundings & watering of plants		8:01 am	8:30 am
Messengerial works		8:30 am	9:30 am



Cleaning of CRs		9:31 am	9:45 am
Do other related job requested by immediate supervisor		9:46 am	10:30 am
<b>Lunch Break</b>		10:31 am	1:30 pm
Cleaning of CRs		1:30 pm	2:00 pm
Messengerial & other activities		2:01 pm	3:00 pm
CR hourly maintenance activity		3:01 pm	3:30 pm
Do other related job requested by immediate supervisor		3:31 pm	4:00 pm
CR hourly maintenance activity		4:01 pm	5:00 pm
Cleaning of Offices, unplugged unused equipment & closing of doors		5:01 pm	5:30 pm
	Research Group 6:30 – 10:30 am 1:30 – 5:30 pm		
Opening & Cleaning of Office, Function Hall & CRs		6:30 am	8:00 am
Cleaning of surroundings		8:01 am	8:30 am
Deliver office documents & pick-up returned documents		8:31 am	9:30 am
CR hourly maintenance		9:31 am	9:45 am
Assist Clerk in photocopying, mimeo services and other tasks		9:46 am	10:30 am
<b>Lunch Break</b>		10:31 am	1:30 pm
Check & clean CRs and other equipment		1:30 pm	2:30 pm
Deliver office documents & pick-up returned documents		2:31 pm	3:30 pm
Assist clerk in Photocopying, mimeo services & other tasks		3:31 pm	4:00 pm
Collection & disposal of garbage, watering of plants & cleaning of classrooms, offices, laboratory rooms and closing of doors		4:01 pm	5:30 pm

For information, guidance and compliance.

  
**EDGARDO E. TULIN**  
President