


**MEMORANDUM CIRCULAR NO. 242**

Series of 2024

TO: **All Regular Faculty and Staff and Contract of Service Workers including Job Orders (JO)**

RE: **Active Participation in the 2024 Intramural Games on October 25 and October 28-30, 2024 and Monitoring of Attendance in VSU – Main**

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

DATE: **October 24, 2024**

To ensure the full participation of all employees in this year's Intramural Games, it is imperative that all VSU employees come together to commemorate this significant milestone. In light of this, the following are hereby directed:

- **Mandatory participation:** All VSU faculty and staff, including Job Order workers, are expected to actively participate in the planned activities for the 2024 Intramural Games in the different venues in the campus. It is understood that those who will not participate shall report to office to render service.
- **Skeleton workforce:** Heads of Department/Centers/Offices/Units shall make necessary arrangements that skeleton workforce is available in the office for the transacting public and/or processing of financial and administrative documents and those providing medical and security services.
- **Temporary suspension of use of Biometrics Machine for Tracking Attendance:** While the Biometric Daily Attendance Tracking System will temporarily be suspended during the period **on October 25 and October 28-30, 2024**, daily time recording remains paramount as prescribed by CSC and COA. Hence, **regular employees and contract of service workers and JO are required to use the logbook for daily attendance** instead of the biometric machine and bundy clock, respectively. We trust that everyone will make the necessary arrangements to ensure log-in/out of attendance and participation in the scheduled events and activities. Department/office/unit heads are tasked with the responsibility of closely monitoring the attendance of their respective subordinates throughout the week-long.
- **Leave of Absence:** Employees who are unable to report to office and/or attend the intramural games, for any reason, must file a leave of absence through the HRIS. Contract of Service workers who will not report shall likewise not be entitled to a wage.

For your guidance.

**OFFICE OF THE PRESIDENT**

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