



MEMORANDUM CIRCULAR NO. 82

Series of 2024

TO: All Faculty, Staff, and Students

RE: Suspension of classes and work for Alay Linis and Wellness Day

FROM: DR. PROSE IVY. G YEPES
University President

DATE: APRIL 28, 2024

In line with our commitment to maintaining a clean and conducive campus, as well as acknowledging the need for restoration following the celebration of our centennial anniversary, everyone is requested to take note of the following:

1. On April 29, 2024, classes and work are suspended for Alay Linis to clean up the campus. Participation from the faculty members (both Regular and Part-time) and utility workers are required. Other administrative staff (both Regular and Job Order) are required to report to office to catch up on pending work. Students are also encouraged to join the Alay Linis initiative. Moreover, while the use of Biometrics machine for employees remains temporarily suspended, everyone is required to use the logbook for daily time record. Employees who are unable to report to work and/or participate in Alay Linis for any reason must file a leave of absence through HRIS. Contract of Service shall not be entitled to a wage as well. Attendance of students will be checked by the college and/or student organization whichever is applicable
2. April 30, 2024 is designated as Wellness Day. Hence, all classes and work are suspended on this day.

Faculty members are encouraged to conduct make-up classes as necessary to ensure the continuity of learning.

Normal classes, work schedules, and the use of the Biometrics Machine will resume on May 2, 2024.

Your cooperation and support in these matters are greatly appreciated as we strive to maintain the quality and cleanliness of our campus.