



15 October 2020

**MEMORANDUM CIRCULAR NO. 95**

Series of 2020

**T O: All College Deans, Chancellors, Department Heads, Institute Directors  
and Faculty Members**

**R E: Health Protocol**

The opening of classes requires the physical reporting and hiring of faculty members. The Office of the President issued a number of memoranda providing health protocols to be followed to ensure the safety of everyone in the campus. However, there were reports that some departments who have hired new faculty members and or staff allowed them to physically report without passing through the University Services for Health, Emergency and Rescue (USHER) for clinical evaluation and assessment as stipulated in the OP Memoranda. With the increasing number of confirmed COVID-19 cases and local transmissions in various Local Government Units in the Region, this office hereby reminds all academic departments/units to strictly follow our health protocols. All new employees (faculty and administrative staff) within or outside of Baybay City must be referred to the USHER for evaluation and assessment prior to physically report to office and prior to the issuance of ID's.

For strict compliance.

  
**EDGARDO E. TULIN**  
President