



24 March 2020

MEMORANDUM CIRCULAR NO. 41a
Series of 2020

T O: All VSU Constituents

R E: Addendums to MC No. 40 and 41, series of 2020

This is to give light on some provisions on OP Memorandum Circular No. 40 dated 20 March 2020 (DBM and COA Joint Circular No. 1, s. 2020 providing compensation to JO workers and contractual staff during the community quarantine period only) and OP Memorandum Circular No. 41 dated 23 March 2020 ((Reiteration of No ID, No Entry Policy, 24-Hr Curfew for Students and Senior Citizens and Closure of Recreational Facilities). Please find additional provisions highlighted as follows:

I. OP Memorandum Circular No. 40 re: DBM and COA Joint Circular No. 1, s. 2020 providing compensation to JO workers and contractual staff during the community quarantine period only:

All contractual and JO workers are not required to report for work, except for the following offices which shall provide the skeletal workforce to ensure provision of basic services:

- Office of the President
- OVPI/OVPAF/OVPRE/OVPRGEA
- Office of the University Secretary
- **Office of the Graduate School**
- ODAHRD and HRMIS
- Finance and Budget Offices
- Accounting Office
- Cash Division
- Personnel Records & Performance Evaluation Office
- BAC Office
- Supply Office for deliveries
- **Procurement Office**
- University Student Services Office
- Office of the University Registrar
- Info/Web Team

The heads of these offices shall assign personnel on a staggered/rotational basis to perform their office tasks.

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



II. OP Memorandum Circular No. 41 re: Reiteration of No ID, No Entry Policy, 24-Hr Curfew for Students and Senior Citizens and Closure of Recreational Facilities:

- Accommodation, venue and recreation facilities such as the basketball, volleyball and the tennis courts **and all other facilities** are temporarily closed.
- Students in all levels and senior citizens (**65 years old and above**) living inside the campus are not allowed to roam around and should strictly observe the 24hr curfew policy, **except to seek medical attention and care**. Likewise, residents regardless of age who have coexisting or comorbid conditions including PUMs/PUIs are advised to stay within their respective apartments.
- **Student representatives from each dormitory (only 2 at a time) will be issued an Access Pass by this Office for entry to VSU Market should they wish to buy personal necessities.**

The Safety and Security Office and University Health Services are directed to strictly enforce this order and report to the Office of the President any violations.

For strict compliance.


EDGARDO E. TULIN
President