



Office of the President

May 30, 2020

MEMORANDUM TO ALL DEPARTMENT HEADS AND FACULTY MEMBERS OF SENIOR HIGH SCHOOL, UNDERGRADUATE AND GRADUATE PROGRAMS; OFFICERS AND EMPLOYEES; THE SECURITY AND HOUSEKEEPING TEAMS

RE: RETURN TO WORK PROTOCOLS

Pursuant to the announcement of President Duterte that NCR will be placed on General Community Quarantine (GCQ) on June 1 to 15, and the guidelines provided by the COVID-19 Inter-agency Task Force (IATF) and the Commission on Higher Education (CHED), we shall resume onsite school operations with a skeleton workforce starting June 1, 2020.

We have already pre-identified employees, faculty members and staff of the Security and Housekeeping teams who will report for work on June 1. All others will be scheduled properly, and this will be communicated to them accordingly.

To maintain a safe work environment, please be guided with the Return to Work protocols:

- HR Policy on Workplace Prevention and Control of COVID-19
- Workplace Guidance: Returning to the Office and School Premises

I expect your full commitment and support in the adherence to these protocols. Should you have any question/clarification, do not hesitate to approach HR.

JOSE F. PERALTA

President and Dean of Undergraduate Studies
and Graduate School of Business