



UNIVERSITY OF NEGROS OCCIDENTAL-ECOLETOS
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OFFICE OF THE PRESIDENT

Special Memorandum No. 010
Series SY 2019-2020

Date : May 30, 2020

TO : All Concerned

SUBJECT : New Work Schedule

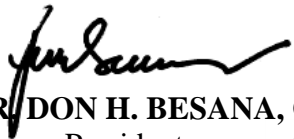

In view of the recent developments placing our city and province under the Modified General Community Quarantine (MGCQ) effective June 1, 2020, we will be observing the following new work schedule at UNO-R:

Working Days:	Mondays-Fridays
Working Hours:	9:00 AM – 12:00 NN 1:00 PM – 4:00 PM

With reference to Section 5 Paragraph 6 of the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines issued by the IATF, heads of offices are directed to coordinate with their concerned personnel some alternative work arrangements for those who are with immunodeficiency, comorbidity, or other health risks and for those who are pregnant.

In order to maintain a COVID-19 free University, we will continue to observe health and safety protocols especially the wearing of face masks, social distancing, frequent hand washing, and regular disinfecting of work places. Existing guidelines issued by this Office shall continue to be in effect as measures to eliminate any possibilities of contracting and spreading the virus.

Thank you very much for your attention and cooperation.


REV. FR. DON H. BESANA, OAR
President 

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