



UNIVERSITY OF NEGROS OCCIDENTAL-RECOLETOS
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OFFICE OF THE PRESIDENT

Memorandum No. 020
Series SY 2020-2021

DATE : September 30, 2020
TO : All Concerned
SUBJECT : University Guidelines for the GCQ

The National Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases has placed Bacolod City under the General Community Quarantine (GCQ) classification from October 1 to 31, 2020.

Despite the downgrading in the quarantine status of the city, the University is bent on exercising extra precautionary measures to promote the health and welfare of all its employees. Hence, the School Board has decided on the following:

- (1) Continue the “Work from Home” scheme for all employees (teaching and non-teaching) for the period of October 1 to 15, 2020.
 - (a) Classes in all levels will continue to be conducted online.
 - (b) Entry to the campus will still be restricted except for personnel of offices offering essential services such as the Office of the Registrar, Information and Communication Technology Department (ICTD), Human Resource Management and Development Office (HRMDO), Accounting Office, Property Administrator’s Office (PAO), Medical-Dental Clinic, and others provided that minimum number of personnel shall report to the said offices.
 - (c) “Work from Home” should not be interpreted as vacation from work; hence, all personnel working from home should observe office hours, perform their assigned tasks, and make themselves available or on call for important transactions. All deans, directors, and office heads are reminded to require weekly outputs from their respective personnel.

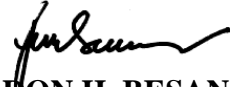
- (d) READS scholars shall not report to duty and are advised to stay at home all the time.
- (2) Minimize the ingress of people to the University during the pandemic. As recommended by the Occupational Safety Committee (OSH), the following shall be prohibited from entering the campus:
 - (a) Vendors of food or food deliveries (except when food deliveries are claimed outside the campus).
 - (b) Deliveries from couriers except for those that are for the University.
 - (c) Friends, relatives, or people who have personal business with the employees.
 - (d) All those who have no official business with the University.

We appeal for the cooperation and understanding of everyone. We are adopting these measures not to cause any inconveniences but to promote the health and safety of everyone from the unknown enemy that is affecting many aspects of our lives.

As we continue our journey this school year, let us seek for the guidance of the Holy Spirit that we may all continue to be inspired to partake in the evangelization mission of our University in the midst of the pandemic.

St. Augustine, St. Ezekiel Moreno, and St. Nicholas of Tolentine – pray for us!

In Caritas et Scientia,



REV. FR. DON H. BESANA, OAR

President



/mjbl