



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME01
AY 2021-2022

**TO: ADMINISTRATORS, ACADEMIC STAFF, SUPPORT STAFF,
AND STUDENTS**

FROM: OFFICE OF THE SECRETARY-GENERAL

**RE: WORK AND STUDY ARRANGEMENTS IN LINE WITH COVID-19
RESTRICTIONS IN NCR**

DATE: 2 AUGUST 2021

As a proactive measure to slow down the surge of COVID-19 cases and to stop the further spread of variants, the IATF Resolution 130-A, which was released on July 29, 2021, places the National Capital Region in General Community Quarantine with heightened restrictions until August 5, 2021 and Enhanced Community Quarantine from August 6-20, 2021.

In this regard, the activities and services in the University shall be guided by the following:

1. The University shall continue to implement the Enriched Virtual Mode (EVM) of instruction for the First Term AY 2021-2022. Classes shall begin on Thursday, August 12, 2021.
2. Limited face-to-face classes (F2F) are suspended until government regulations^{1,2} allow. The concerned academic units shall facilitate the shift to EVM for students originally scheduled for F2F.
3. All activities related to the opening of the academic year shall be conducted virtually, including the *Opening Exercises for the AY 2021-2022 (Mass of the Holy Spirit and Inaugural Address)*, the *General Orientation among freshmen (ROARientation 2021)*, and the *St. Dominic Celebrations*. Everyone is encouraged to participate via live-stream on our University's Facebook page.

¹ IATF for the Management of Emerging Infectious Diseases. *Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines*. May 20, 2021. <https://www.officialgazette.gov.ph/downloads/2021/05may/20210520-OMNIBUS-RRD.pdf>

² Commission on Higher Education-Department of Health. *CHED-DOH Joint Memorandum Circular 2021-001: Guidelines on the Gradual Reopening of Campuses of Higher Education Institutions for Limited Face-to-Face Classes during the COVID-19 Pandemic*. February 10, 2021. <https://ched.gov.ph/wp-content/uploads/CHED-DOH-Joint-Memorandum-Circular-No.-2021-001-Guidelines-on-the-Gradual-Reopening-of-Campuses-of-Higher-Education-Institutions-for-Limited-Face-to-Face-Classes-during-the-COVID-19-Pandemic.pdf>

4. Remote work/work-from-home arrangement shall be implemented for all University staff, including administrators, academic staff, research staff, and support staff. However, consistent with CHED COVID Advisory No. 8,³ concerned units may deploy skeleton workforce onsite for identified essential services and personnel. Onsite deployment of skeleton workforce for essential services shall comply with the scheduling procedures of the Human Resource Department (for support staff) and the academic unit (for teaching and non-teaching academic staff) to manage the number of employees in the workplace. Health protocols shall be strictly observed at all times.
5. All University services shall continue to be delivered remotely. Offices and units shall ensure that their stakeholders are well-informed of the available communication channels through which they may lodge their inquiries and concerns so these may be addressed in a timely manner.
6. In all instances, University staff and students are expected to abide by the highest work standards and online etiquette, to ensure efficient and effective contributions to University programs, services, and activities.
7. Consistent with the principle of dialogue, flexibility, and access, University administrators and academic staff shall acknowledge the presence of health and other pandemic-related concerns among their staff, colleagues, and students, so appropriate support can be rendered without compromising the services delivered to other stakeholders.

We continue to pray for the health and safety of the Thomasian community as we look forward to another fruitful academic year.

Thank you.



FR. LOUIE R. CORONEL, O.P., EHL
Secretary-General

³ Commission on Higher Education. *Guidelines for the Prevention, Control, and Mitigation of the Spread of Coronavirus Disease 2019 (COVID-19) in Higher Education Institutions (HEIs): CHED COVID Advisory No. 8.* March 28, 2021. <https://ched.gov.ph/wp-content/uploads/CHED-COVID-19-Advisory-No.-8.pdf>