



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME04  
A.Y. 2021-2022

**TO :** ADMINISTRATIVE AND ACADEMIC OFFICIALS,  
TEACHING AND NON-TEACHING ACADEMIC STAFF,  
RESEARCH STAFF, AND SUPPORT STAFF

**FROM :** OFFICE OF THE SECRETARY-GENERAL

**RE :** PRINCIPLE-BASED WORK ARRANGEMENTS IN THE NEW  
NORMAL FOR UNIVERSITY STAFF

**Date :** 16 AUGUST 2021

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As the University endeavors to continue delivering its services virtually while maintaining its limited on-site operations for the Academic Year 2021-2022, it shall adopt and implement the Principle-based Work Arrangements (PWA) prepared by the *Ad Hoc* Committee on Work Arrangement. *Please see the attached copy for your reference.*

The stipulated policy guidelines of the PWA, consistent with the principles of dialogue and flexibility, serve as our guide in ensuring the efficient and effective delivery of services to our stakeholders, ensuring operational productivity, observing work standards, and promoting the health and safety of the University staff.

In this regard, **all administrative and academic officials, academic staff, research staff, and support staff are enjoined to adhere to the Principle-based Work Arrangements.**

Thank you very much for your cooperation.

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