



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME08  
A.Y. 2021-2022

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

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

**RE : WORK AND LEARNING ARRANGEMENTS DURING  
THE IMPLEMENTATION OF ALERT LEVEL 4 IN THE  
NATIONAL CAPITAL REGION**

**DATE : 15 SEPTEMBER 2021**

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The Office of the President announced that the National Capital Region should be placed under Alert Level 4 effective September 16, 2021, with the release of guidelines for the implementation of the new alert levels system and granular lockdowns. *For your reference, please refer to the attached copy of the said guidelines.*

To allow us to observe how these guidelines shall be implemented and determine how this can be operationalized at the institutional level, we reiterate OSG Memo 07 AY 2021-2022, dated September 7, 2021, effecting the **same work and learning arrangements that we employed during the Modified Enhanced Community Quarantine (MECQ):**

1. Work-from-home arrangements shall continue for those who can deliver their work offsite.
2. Onsite work shall only be allowed for essential personnel who are unable to work from home.
3. Limited face-to-face (F2F) classes shall remain suspended. Students involved in limited F2F classes shall ensure strict home quarantine to comply with the required 14-day quarantine prior to their eventual engagement in limited F2F classes.

The aforementioned arrangements will be observed from September 16-30, 2021.

We likewise emphasize to all University staff (administrators, academic staff, and support staff) and students the need to accomplish the health declaration form in ThoMedSS daily. The data will be used to have an accurate picture of the health status of the Thomasian

community, which serves as a basis for rendering the needed support services and decision-making.

We request your cooperation and we continue to pray for everyone's safety.

Thank you.

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