



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME03  
A.Y. 2023-2024

TO : ACADEMIC AND ADMINISTRATIVE UNIT HEADS  
FROM : OFFICE OF THE SECRETARY-GENERAL  
RE : STUDY AND WORK ARRANGEMENTS  
FOR 25 AUGUST 2023 (Friday)  
DATE : 17 August 2023

In reference to Memorandum Circular No. 27 of the Office of the President, declaring the suspension of work in government offices and classes in public schools at all levels in Metro Manila and the Province of Bulacan, and in consideration of some students and University staff who may, in one way or another be affected, the University announces the following arrangements for 25 August 2023 (Friday):

**A. Teaching and Learning**

- Classes will shift to *Enriched Virtual Mode* (EVM) of instruction;
- Students who are enrolled for *internship/practicum/on-the-job training* shall follow the directives of their training facilities.

**B. Support Services**

- **Discretion of the Unit:** The academic and administrative unit heads are requested to review the specific tasks of the support staff and shall decide whether these tasks may be done remotely or on-site;
- **Tasks, Deliverables, and Deadlines (TDD) Form:**
  - Support staff, whose work may be carried out remotely, may be allowed to observe Work-from-Home (WFH) arrangement.
  - The TDD Form is to be submitted to the Human Resource Department via email ([hrd.office@ust.edu.ph](mailto:hrd.office@ust.edu.ph) or [hrd@ust.edu.ph](mailto:hrd@ust.edu.ph)).
  - The TDD Form is expected to be accomplished by the support staff on 25 August 2023 while working remotely.
- **Supervision for On-site Work:** A mechanism for supervision shall be put in place should the support staff be asked to work on-site as necessitated by the on-site nature of the tasks and deliverables.

May this day be optimized for both study and work as we ensure the attainment of expected learning and productivity outcomes, respectively. Thank you.

REV. FR. LOUIE R. CORONEL, OP  
Secretary-General

