



Bert J. Tuga, PhD
President

REPUBLIKA NG PILIPINAS
Republic of the Philippines
PAMANTASANG NORMAL NG PILIPINAS
Philippine Normal University
ANG PAMBANSANG SENTRO SA EDUKASYONG PANGGURO
The National Center for Teacher Education
Maynila
Manila

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UNIVERSITY MEMORANDUM

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TO: Faculty and Administrative Staff (Regular and COS)
SUBJECT: Suspension of Work at PNU Manila

In relation to our continued efforts to curb the possible spread of COVID-19 in our University, work in PNU Manila is suspended today, March 12, 2020, starting 12:00 NN and tomorrow, March 13, 2020.

In addition, we are adopting CSC guidelines on Four-day work scheme starting next week, March 16-20, 2020 until further notice. Wednesday is declared as "no work day" in PNU Manila. The HRMDS will issue specific guidelines on the adjustment of work time for the other days of the week.

I highly encourage all faculty and staff to limit their activities/movements outside of their home. Extreme social distancing must be observed this time. You may view/download videos/articles on maintaining social distancing and self-quarantine at home at/from WHO and DOH websites and other relevant sites for your information and guidance.

Everyone is also advised to exercise extra safety measures before leaving the office today such as unplugging electrical appliances and electronic devices (except the servers), disposing of food items, cleaning and placing all trash bins outside the offices, securing cabinets and shelves properly, locking all windows and doors, and turning off faucets.

For your information and compliance.


BERT JAZMIN TUGA, PhD
President