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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: PNU Community
SUBJECT: Suspension of work at PNU Manila



In view of the recent developments on the COVID-19 outbreak and President Rodrigo R. Duterte's declaration of a state of public health emergency on March 8, 2020, the Management is hereby suspending all work at PNU Manila on Wednesday, March 11, 2020. This is to allow the University to take extra precautionary measures in ensuring that all facilities, venues, classrooms, and offices are properly cleaned and disinfected.

Only personnel of the FMSS and UHSU, together with Excellent General Services, Inc. personnel, shall be allowed to come to work to lead the disinfection. The said offices are expected to coordinate with the Heads of Offices/Units for the preparation of their respective rooms/offices for disinfection. The SSSMU shall assist in overseeing these activities to ensure safety and security.

All faculty members and administrative employees are advised to bring home their personal valuables and refrain from entering University premises on the said date.

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.

Widest dissemination to all concerned is enjoined.


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President