



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

March 14, 2020

UNIVERSITY MEMORANDUM

No. 53
Series of 2020

TO: PNU Community

SUBJECT: Advisory on plans and contingencies from March 16 to April 14, 2020

In relation to the Inter-Agency Task Force for the Management of Emerging Infectious Disease Resolution No. 11 approved by President Rodrigo R. Duterte on March 12, 2020, the Office of the University President (OUP), upon consultation with key officials/offices, issues this Memorandum to provide directives to the University officials, faculty members, administrative staff, and students on the following items:

1. On the suspension of classes at PNU Manila until April 12, 2020 and other relevant concerns:
 - Please refer to University Memorandum No. 52, s. 2020 issued on March 13, 2020.
2. On the suspension of work at PNU Manila from March 16, 2020 to April 14, 2020:
 - Skeletal workforce will be formed to ensure that delivery of basic services is unimpeded. The concerned personnel shall report to work during the core hours (9:00 a.m. to 4:00 p.m.), MTThF, on a work rotation scheme. The head of office shall identify the personnel and their schedule. Those living within NCR are preferred to constitute the skeletal workforce.
 - The following are the offices that will be involved:
 - For safety, security, and health services – SSSMU, FMSS, and UHSU
 - For financial and human resource services – FMS (Accounting, BPRU, CDU), HRMDS, and Internal Audit
 - For technical support – MIS
 - For request of TOR and other certifications (by external clients) – OUR
 - For contingency accommodation of faculty and staff leaving outside NCR – Auxiliary Services (Hostel and Normal Hall)
 - In the exigency of service, personnel from other offices may be ordered to report for work during the said period.
 - For contractual employees, their immediate heads are required to provide them with tasks/deliverables that they can accomplish at home during the said period. As basis of payment of their salary, the immediate heads shall issue certification of accomplishments and when required, provide additional documents (outputs). They

may also be required to report for work as part of the skeletal workforce, if and when, their services are deemed necessary.

- External clients will only be allowed to transact with the abovementioned offices on MTThF from 9:00 a.m. to 12:00 p.m.
- All offices are required to provide information and updates on their programs and services including suspension of activities through the PNU website and/or their official social media pages.
- The skeletal workforce shall strictly observe the University-wide Contingency Plan and Strategies on COVID-19 as part of our extreme measures to prevent the spread of the virus.
- Specific guidelines will be issued by HRMDS. You may also email Ms. Jenny C. Malitao for clarifications.
- The above set of guidelines is without prejudice to any CSC Guidelines that may be released regarding work and staffing during this period.

3. On the processing and release of salary and other benefits

- For administrative staff, regular weekly salary for March and April 2020 will be released as scheduled.
- For faculty members, regular weekly salary for March 2020 will be released as scheduled; PVP for April 2020 (covering the first 35 days) will be processed and subsequently released. Clearance will not be required.
- For contractual employees, salary for the period February 26 to March 10, 2020 will be processed and released as well.
- Clothing allowance will be released before the month ends, subject to availability of funds.

The Campuses/Hubs are not covered by this Memorandum and are expected to follow directives from their respective LGUs and develop their local guidelines to suit their context.

For your information, guidance, and compliance.


BERT JAZMIN TUGA, PhD
President