Republic of the Philippines

Pangasinan State University

Lingayen, Pangasinan

Office of the Campus Executive Director

Lingayen Campus

**CAMPUS MEMORANDUM**

**No. 016, s. 2023**

**March 6, 2023**

**To: COLLEGE DEANS**

**CAMPUS ADMINISTRATIVE OFFICER**

**CHAIRPERSONS and UNIT HEADS**

**ALL FACULTY MEMBERS and NON-TEACHING PERSONNEL**

Subject: **CAMPUS SKELETAL WORKFORCE FOR MARCH 7-10**

1. To ensure continuous delivery of service to our stakeholders in line with the declaration of full work-from-home arrangement on March 6-10 due to the National Transport Strike, the following Campus officials are hereby directed to serve in the Campus Skeletal Workforce for March 7-10:

a. Campus Administrative Officer and staff

b. Campus Executive Secretary and CED staff

c. Coordinator, ICTMO

d. Campus Supply Officer

e. Coordinator, Physical Plant, Facilities, and Construction Management

f. Coordinator, General Services

g. Campus Head, Safety and Security

h. Coordinator, Student and Alumni Affairs

i. Campus Registrar

j. Campus Head, Medical and Dental Services

k. Campus Head, OJT and Skills and Career Development

l. Campus Heads, Teaching Internship

m. Campus Accountant

n. Campus Cashier

o. Coordinator, Planning

p. Campus Head, Risk Management

1. The aforementioned Campus officials are hereby expected to report for the whole duration of the said period. Moreover, College Deans are also requested to physically monitor their offices, classrooms, and laboratories at least once this week.
2. For the compliance of all concerned

**RENATO E. SALCEDO**

Campus Executive Director