**Pangasinan State UniVersity**

Lingayen, Pangasinan

**OFFICE OF THE UNIVERSITY PRESIDENT**

**Memorandum Order**

**No. 056 Series 2025**

April 13, 2025

To : **VICE PRESIDENTS**

**CAMPUS EXECUTIVE DIRECTORS**

**OUS AND SAS EXECUTIVE DIRECTORS**

**UNIVERSITY AND CAMPUS OFFICIALS**

**PSU EMPLOYEES**

**PSU STUDENTS**

Subject : **IMPLEMENTATION OF ASYNCHRONOUS CLASSES ON APRIL 14-16, 2025**

**AND WORK FROM HOME ARRANGEMENT ON APRIL 16, 2025**

To minimize health risks and prevent the detrimental effects caused by the prevailing high heat

index in the Province, PSU will implement **asynchronous classes** on **April 14-16, 2025.**

The following are the guidelines for the implementation of the short-term shift to an asynchronous

modality:

1. All subjects shall be delivered asynchronously. All laboratory and research activities shall be

done a week alter.

2. Related learning experiences, student internships, and practice teaching are NOT covered

in the short-term shift since they will be completing the required hours for the subject.

However, in cases where the partner Host Training Establishments (HTEs) have integrated

remote work modalities, including synchronous/asynchronous options in the internship

program, the equivalent hours shall be included in reckoning the total number of hours.

3. Faculty members shall work from a work-from-home arrangement. However, in exigency of

service, faculty members may be required to report onsite to work on accreditation,

assessment-related responsibilities, and related activities.

4.All faculty members with designations and non-teaching personnel shall report onsite.

5. The department chairperson and college dean shall monitor their respective faculty. The

college dean shall submit the monitoring reports to the office of the Campus Executive

Director.

Additionally, a **Work-from-Home (WFH) arrangement** will be in effect on **April 16, 2025**

**(Wednesday).** However, frontline service offices shall observe a skeleton workforce to ensure

the continuity of the university's operations. The work-from-home arrangement does not cover

security, utility, and maintenance personnel under the general services office.

Employees are expected to perform their duties and ensure that all deliverables and

responsibilties are met during this period.

For information and guidance.

**ELBERT M. GALAS, DIT**

University President