Republic of the Philippines

Pangasinan State University

Office of the University President

Lingayen, Pangasinan

**Memorandum Order No. 028**

**Series 2024**

**March 22, 2024**

To: **ALL VICE PRESIDENTS**

**ALL CAMPUS EXECUTIVE DIRECTORS**

**OUS AND SAS EXECUTIVE DIRECTORS**

**ALL UNIVERSITY OFFICIALS**

**ALL TEACHING AND NON-TEACHING EMPLOYEES**

Subject: **IMPLEMENTATION OF ASYNCHRONOUS ONLINE CLASSES FOR TEACHING PERSONNEL AND SKELETON WORKFORCE FOR NON-TEACHING PERSONNEL ON MARCH 25-27, 2024**

Pursuant to PSU BOR Resolution no. 14 series of 2024, the University shall implement asynchronous online classes for teaching personnel and a skeleton workforce for non-teaching personnel on March 25-27, 2024.

ALL TEACHING PERSONNEL shall be under the work-from-home arrangement. College Deans and Department Chairpersons shall monitor the implementation of asynchronous online classes. NON-TEACHING PERSONNEL shall also be under Work-From-Home arrangements except in frontline offices, which comprise the skeleton workforce such as Security, Supply, Accounting, Budget, Cashier, VP Administration and Finance Management, Human Resources, Utility and Maintenance, Drivers, General Services Office, Public Relations, Publication and Information Office, Risk Management, Medical/Dental, Registrar and Office of the President.

Other Unit Heads not part of the skeleton workforce shall also oversee the provision of work-from-home online services.

The Campus Executive Directors and Heads of the PSU Main shall ensure a daily skeleton workforce to continue every unit's essential onsite operation. The CED and Head have the discretion as to the composition of the workforce to be assigned per unit.

All concerned are respectfully requested to submit a copy of their respective Offices' Skeleton Workforce Arrangement Schedule to the HR Office by 4:00 PM today.

The Security Services Unit shall also furnish a copy of the schedule to properly identify authorized personnel.

For information and guidance.

Digitally signed by

**ELBERT MANANGAN GALAS**

04/02/2024 17:23

**ELBERT M. GALAS, DIT**

University President