



University of Southeastern Philippines

Office of the President

MEMORANDUM

No. **20240829-02**

TO : **ALL PLANTILLA, JOB ORDER, CONTRACT OF SERVICE,
AND OUTSOURCED PERSONNEL
ALL STUDENTS**
Obrero Campus, *This University*

THROUGH : **ALL VICE PRESIDENTS
COLLEGE/SCHOOL DEANS
DIVISION/OFFICE/UNIT HEADS**

SUBJECT : **ONLINE CLASSES AND WORK ARRANGEMENT DURING
THE MinDA CARAVAN OF SERVICES**

DATE : **28 AUGUST 2024**

The USEP Obrero Campus will serve as the venue of the Mindanao Development Authority (MinDA) Caravan of Services; Serbisyo Para sa MindaNOW from 2-6 September 2024. The University Gymnasium and Cultural Center, Social Hall, Oval Grounds, and the parking area near the College of Technology will be used as key venues for this event, which is expected to draw a large number of beneficiaries.

To maintain a manageable environment during the event, the following arrangements will be in place:

1. Online Classes:

All classes will be conducted online. Students and faculty members are advised not to come to campus during this time to help reduce foot traffic and ease parking availability.

2. Events and Activities:

- Events with prior approval may still proceed, provided they are not held within the campus premises.
- Planned events for the week are encouraged to be rescheduled to a later date to avoid conflict with the ongoing fair.

3. Administrative Work Arrangements:

- Administrative staff whose tasks can be effectively carried out remotely are allowed to work-from-home (WFH) from 2-6 September 2024. However, the head of each office/unit must ensure that a skeleton workforce is present in the office daily to handle operations requiring immediate attention.

**VISION: PREMIER RESEARCH UNIVERSITY TRANSFORMING
COMMUNITIES IN THE ASEAN AND BEYOND**

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- Personnel who will render WFH shall submit a Daily Accomplishment Report (DAR) to be attached to the Daily Time Record (DTR). This ensures transparency and documentation of work activities during the designated period.

Your cooperation and understanding will help ensure a safe and manageable environment in the campus during this event.

For information, guidance, and compliance.


BONIFACIO G. GABALES, JR., Ph.D.
SUC President IV

Copy furnished:

Office of the Chancellor
Office of the Mintal Campus Administrator
Office of the Secretary of the University
and the University Records Office

