



ATENEIO DE MANILA UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR HUMAN RESOURCES

23 August 2022

MEMO TO : All Employees in the Loyola Heights Campus

MEMO FROM : (sgd) Maria Victoria T. Cortez, PhD
Vice President for Human Resources

SUBJECT : Suspension of Onsite Work – 24 August 2022

With the continuous heavy downpour today and the rising level of Marikina River, and a forecast of more rains tomorrow that led to the cancellation of classes at all levels by the Quezon City Government, onsite work shall likewise be suspended tomorrow, 24 August 2022, for all employees of the Basic Education, the Loyola Schools and the Central Administration Support Offices. All offices will be on remote work arrangements to ensure the safety of our employees.

Employees whose work cannot be performed remotely, or employees who are affected by the inclement weather and won't be able to work remotely will need to inform their respective supervisors of their situation and file for an emergency leave.

Please be guided accordingly.

Let us all stay dry, healthy and safe during these rainy days.