



ATENEO DE MANILA UNIVERSITY

OFFICE OF THE PRESIDENT

Memo # U2425-052

29 Oct 2024

TO All University Employees

SUBJECT Work Arrangements for 31 October 2024

In observance of the upcoming All Saints' and All Souls' Days holidays, I wish to inform the community that the University is declaring a half-day off on the afternoon of Thursday, 31 October 2024. As such, classes and work, both onsite and online, will be suspended on that afternoon. This arrangement will allow some members of our community to have time to travel to the provinces to honor and pray for their dearly departed family members and friends.

Employees may leave the campus at 12:00 pm on 31 October 2024. Regular University operations will resume on Monday, 4 November 2024.

Employees from the School of Government, School of Medicine and Public Health, Law School, and Graduate School of Business shall follow the directions on class and work arrangements provided by their respective deans for 31 October 2024.

For your information and guidance.

(Sgd) Joaquin Jose Mari C Sumpaico III SJ
University Officer-in-Charge
Vice President for Basic Education