



ATENEIO DE MANILA UNIVERSITY  
OFFICE OF THE PRESIDENT

Memo # U2122-046  
17 Dec 2021

Memo to : All Employees  
Subject : Guidelines for Onsite Work

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As we welcome back our students on their gradual return to the campus for face to face classes come January, we must also prepare ourselves to return to onsite work. This shift in our mode of working from almost two years of being on work from home and/or rotational onsite schedule requires preparation. We need to prepare not only our physical spaces but also how we regulate our behaviors in the company of more people than we have been used to during the lockdown. It is in this light and with respect for the circumstances of our employees that we will transition gradually to work onsite until we are able to reach full implementation in May 2022. The cluster Vice Presidents, together with the office heads, will lay out the timetable for the transition for their respective clusters.

These attached guidelines for onsite work are being issued as a reminder to everyone to exercise self-care and keep in mind the protection of the community through the observation of the requisite health and safety protocols. By committing to follow these guidelines, together we can prevent and control the spread of COVID-19 while ensuring that we are able to deliver our services and continue with onsite operations.

While the University expects everyone to comply with these guidelines, it is also exerting efforts to make necessary adjustments in other areas of campus life for its members. Our joint efforts will make our return to onsite work worthwhile and fulfilling so that we may experience living as a community once again.

As the year draws to a close, I would like to take this opportunity to thank everyone for your cooperation and support in our shared mission that is Ateneo de Manila.

(Sgd) Roberto C Yap SJ  
President