



ATENEIO DE MANILA UNIVERSITY  
OFFICE OF THE PRESIDENT

Memo # U2122-054  
11 Feb 2022

Memo to : The University Community  
Subject : Preparations for Onsite Work in March

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As we monitor the health situation in the NCR Plus and begin to observe a downtrend in COVID cases, we can now resume planning for the onsite return of employees. If the situation continues to become favorable, then we can target onsite work to start by March 1.

All offices are enjoined to finalize their plans following the guidelines released on 17 December 2021 as an attachment to my [Memo #U2122-046](#) and submit these to their respective Cluster Head for evaluation and approval. Office heads are advised to observe strictly the guidelines in creating their plans to prevent and control the spread of COVID-19 and ensure business continuity in the next normal.

Should there be parts of the plan that include set ups and accommodations that are beyond what is allowed in the guidelines, the cluster Vice President will have to submit these to the Office of Human Resource Management and Organization Development (OHRMOD) on or before 22 February 2022. OHRMOD, together with the Occupational Safety and Health Committee and the University Physician, shall evaluate these plans and provide recommendations for compliance of the office before their plans are approved.

On the part of the University and in addition to existing resources and information on COVID-19 that are found on the Ateneo website at <https://covid19.ateneo.edu/>, preparations are also underway for the following in relation to onsite work:

1. information session for Blue Pass c/o VPAIS and UMCO
2. development of infographics on protocols c/o HR cluster and UMCO
3. opening of the University Clinic c/o the University Physician
4. conduct of webinars and learning sessions c/o OHRMOD and the University Physician
5. setting up of contact tracing structure and training of contact tracers c/o the University Physician
6. retrofitting and improvement of facilities for COVID-19 prevention c/o CFMO and all facilities management offices

I seek everyone's cooperation in ensuring that our plans facilitate onsite work while keeping every member of our community safe and healthy. With calculated steps moving into working beyond the pandemic, we shall be able to revive our vibrant community life on campus.

(Sgd) Roberto C Yap SJ  
President