



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2526-082

25 Mar 2026

TO All University Employees

SUBJECT Mitigating Measures in a State of National Energy Emergency

In light of the Philippine government's declaration of a State of National Energy Emergency as a result of the ongoing fuel crisis and its widespread economic impact, the University is extending its support to employees who are affected by increasing financial pressures at this time. To assist employees during this period of uncertainty, as well as to do our share to lessen transportation demand and costs, and help conserve energy, the University will be implementing the following mitigating measures:

1. Flexible and Variable Work Arrangements

In line with the University's continuing commitment to employee welfare, flexible and variable work arrangements shall be adopted, subject to the operational requirements of each unit keeping in mind that student learning remains the primary consideration in all related decisions. Accordingly, Heads of Offices, Departments and/or Units, in coordination with their respective Cluster Heads, are hereby enjoined to determine the appropriate workforce complement necessary to ensure the efficient delivery of services while implementing flexible work arrangements for their employees. Further details on the implementation, including the documentation, of these arrangements shall be issued shortly by the University Human Resources Cluster through the University HR Operations Shared Services.

2. Special Work Arrangement on March 30 to April 1, 2026

To further support energy conservation initiatives of the University and in consideration of the scheduled academic break of the school units, a special work-from-home (WFH) arrangement will be implemented for office-based employees during Holy Week. Employees who will render essential services and



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operational support for scheduled activities during this period will be reporting onsite.

3. Economic Relief Loan

The University will make available a loan facility that can serve as an augmentation to personal budgetary requirements of employees. Employees may avail of a maximum loanable amount of PhP15,000, subject to existing University guidelines and approval processes, which will be communicated separately by UHROSS.

4. Emergency Economic Assistance

To cushion the economic impact of the fuel crisis, a one-time aid will be granted to all employees who are on active payroll status as of 31 March 2026, and who remain continuously employed with the University. The following amounts will be distributed to these employee groups, as categorized:

- PhP4,000 for full-time employees who are on active payroll status on or before February 28, 2026
- PhP2,000 for full-time employees hired in March 2026
- PhP2,000 for part-time employees who are on active payroll status as of March 2026

The assistance will be released and directly credited to employees' respective payroll accounts on Tuesday, 31 March 2026.

The University hopes that these measures will help ease the financial burden on its employees during this challenging period. While we remain hopeful for the de-escalation of current conditions, all are encouraged to continue exercising prudence in managing their financial resources.



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Let us draw strength from our faith, remain united in our mission, and continue to support one another with hope as we navigate these uncertain times.

(Sgd) Roberto C Yap SJ
President