



UNIVERSITY OF THE PHILIPPINES
Quezon City



OFFICE OF THE PRESIDENT

29 October 2019

MEMORANDUM NO. TJH 2019 - 27

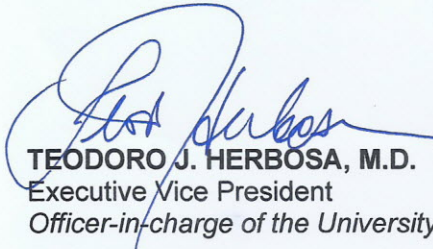
FOR : All Concerned

SUBJECT : **Half-day work on Thursday, 31 October 2019**

In consideration of the need of employees to be with their families to prepare for the All Saints' Day, the University shall observe half-day work schedule on 31 October 2019 (Thursday).

Units providing vital public services such as health service (PGH and other health care units), security and police, communications (PABX), waste management, and similar units, shall observe the regular whole-day work schedule. University officials and staff in these units are urged to schedule their tasks with flexibility and understanding.

Please be guided accordingly.



TEODORO J. HERBOSA, M.D.
Executive Vice President
Officer-in-charge of the University