



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 25, s. 2022

Memo

To: DEANS, HEADS OF OFFICES, PRINCIPALS, AND STAFF

Re: OFFICE WORKING HOURS AND COMPRESSED WORKWEEK (CWW)

Date: 18 July 2022

Greetings!

To welcome the return to campus of more students starting Academic Year 2022-2023, the following office working hours shall officially resume (per *Guidelines on the Implementation of a Compressed Workweek*, dated 12 January 2017) effective **1 August 2022 (Monday)**:

Hence -

- I. Employees who are rendering primarily administrative functions shall work from Monday to Friday, and shall follow this schedule:

Monday to Wednesday	7.30 AM to 12.00 NN; 1.00 PM to 5.30 PM
Thursday and Friday	7.30 AM to 12.00 NN; 1.00 PM- 5.00 PM

- II. Employees whose services are considered academic support may, if feasible, based on the assessment of the Head of Office/Dean concerned, work for five (5) days a week, either from Monday to Friday or from Tuesday to Saturday, subject to the following schedule:

A. Monday to Friday Schedule

Monday to Wednesday	7.30 AM to 12.00 NN; 1.00 PM to 5.30 PM
Thursday and Friday	7.30 AM to 12.00 NN; 1.00 PM- 5.00 PM



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B. Tuesday to Saturday Schedule

Tuesday to Thursday	7.30 AM to 12.00 NN; 1.00 PM to 5.30 PM
Friday and Saturday	7.30 AM to 12.00 NN; 1.00 PM to 5.00 PM

With the return of the said schedule for the offices/employees concerned, the filing of intent for the Compressed Workweek with the Department of Labor and Employment (DOLE) shall be made accordingly. Kindly accomplish the attached undertaking and submit it to the Office of the Vice President for Administration not later than **22 July 2022 (Friday)**.

Non-submission of the undertaking shall mean a six-day workweek schedule.

All other provisions of the *Guidelines* shall remain in force and effect.

For your information and compliance.

REV FR-GILBERT B SALES, CICM
President



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SAINT LOUIS UNIVERSITY UNDERTAKING

OFFICE: _____

WORK SCHEDULE (August 01, 2022 to January 31, 2023)

Name/s	Work Schedule

The above-stated schedule has been discussed with us, and we hereby give our consent to the above. Further, we reiterate our full concurrence to the Compressed Work Week Guidelines of Saint Louis University.

Saint Louis University, Baguio City, Philippines on this ____ day of _____.

Name	Signature