



## IN THESE PANDEMIC TIMES...

### SHS GRADUATION HELD ONLINE



This year's virtual Commencement Exercises of the Senior High School Department being critically important to student experience, these guidelines were observed:

1. This year's Senior High School Commencement Exercises was the 2<sup>nd</sup> Graduation Ceremony to be held online. It was livestreamed on 12 June 2021 via the Official Facebook page of St. Paul University Manila and PAUL LITE, the Official Facebook Page of the Senior High School Program of St. Paul University Manila.
2. In this virtual commencement exercises, the school encouraged students, together with their parents, carers, or guardians to attend and participate.
3. The school discouraged everyone from posting comments that were malicious, offensive, derogatory, or demeaning during the virtual ceremony.
4. Graduates who wanted to have photos taken with their families during the virtual ceremony used the following hashtags: [#WeMadeIt](#) [#SPUMSHSGraduation](#) [#SPUMSHS](#) [#PAULLITE](#).
5. Graduates who had any questions during the virtual ceremony could direct them to their respective Class Adviser or Grade Level Coordinator.

### SPU MANILA OBSERVES HEALTH PROTOCOLS

Since the NCR remains under General Community Quarantine, SPU Manila issued the following memo to all personnel:

The government has announced that the NCR will still be under General Community Quarantine (GCQ) with restrictions from June 1 to 15, 2021. In connection with this, the Vice-Presidents of the different divisions must coordinate with their middle managers on the list of employees who will be allowed to report onsite—faculty, NAP (with no means of doing work from home) and ANTS—and those who will follow flexible work arrangements (combination of WFH and physical reporting). The said list of approved employees who can report onsite or will have flexible work arrangements must be submitted to the Human Resource Services for proper coordination with the Health Services and General Services. Employees are advised to coordinate with their immediate head for their work assignments. The following units may operate on a 50% capacity: Health Services, ICT, Finance, Registrar, Marketing, Admissions, General Services, and maintenance staff assigned in the different units.

Employees may avail of dormitory facilities and transportation services at a minimal cost. Interested employees may coordinate with Sr. Donnalyann Marie Morta, SPC and Ms. Abigail Valenzuela for dormitory and transportation concerns, respectively.

Below are the following health and safety protocols that must be observed at all times:

1. No face mask and face shield, no entry.
2. Face masks and face shields should be worn at all times, even inside the offices.
3. Social and physical distancing of at least one meter or two shall be observed at all times.
4. Stay-out employees are encouraged to bring extra clothes, to change into once inside the campus.
5. Work areas should be cleaned and surfaces disinfected before the start of work, during, and at the end of the workday.
6. Frequent handwashing with soap and water and using alcohol-based disinfectants shall be mandatory in the workplace and are encouraged to be practiced at home.
7. Sharing of personal items between employees is strongly discouraged to prevent possible transmission of the virus.
8. Shuttle service will be provided by the University at a minimal cost (gasoline expenses), following the designated pick-up and drop-off points and corresponding time schedules.
9. Once inside, except in cases of emergency, employees are advised to stay in their offices throughout the day. All are required to bring their own food provisions to avoid trips to nearby eateries.
10. Unless included in the list of those who are allowed to work onsite, no other employee—faculty, academic, non-teaching, or office staff—will be allowed to enter the campus.
11. Employees who intend to report but are not in the list submitted by the Office of the VP of their division must submit a request letter to their VP for approval, duly endorsed by their respective Unit Heads. The approved request letter must be submitted to the HR before the intended work schedule via email ([abautista@spumanila.edu.ph](mailto:abautista@spumanila.edu.ph)).
12. Face-to-face meetings inside the campus will be allowed on 30% venue capacity.
13. Staggered meal schedule must be observed.
14. Eating alone in your workplace is highly advised.
15. Sharing of food is not allowed.
16. Only employees without symptoms are allowed to report to work.
17. Should an employee have even mild symptoms, he/she should call in sick and rest at home.
18. The Health Services should also be informed for proper medical advice and monitoring.
19. Accomplish E-triage one day before reporting to the campus.
20. Deliveries are not allowed.
21. For better air circulation in the offices, air conditioners should be turned off for at least one hour two times a day and doors and windows opened.
22. Only the Pedro Gil Gate will be used for the entry and exit of all employees.
23. Inter-office transactions must be done through phone calls. However, if there is a need to go to the concerned office, as much as possible, face-to-face transaction must be limited to five to ten minutes.

## CONDOLENCES

The Paulinian Family condoles with Marilyn Abalos (HS 69) on the death of her aunt, Trini Eckstein.

