



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
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Certificate Number: **SCP000403Q**

Office of the University President

MC Memorandum Order No. 81
Series of 2020

**TO: ALL EMPLOYEES OF SLSU-MAIN CAMPUS
ALL CONCERNED CLIENTS & STAKEHOLDERS**

**SUBJECT: ADVISORY REGARDING THE REPORTED COVID-19 POSITIVE CASE IN METROBANK, SOGOD
BRANCH**

**FROM: (SGD)PROSE IVY G. YEPES, Ed.D.
University President**

DATE: SEPTEMBER 6, 2020

All employees of SLSU-Main Campus are hereby informed that the management has created a Crisis Management Committee (CMC) whose primary function is to take appropriate measures when risks and impacts of COVID-19 may exist in the campus or surrounding communities. Recently, it has come to the management's knowledge that there were employees of SLSU-Main Campus who transacted business in Metrobank, Sogod Branch within August 24-29, 2020, the period covered for the contact tracing.

While waiting for the recommendation of the CMC for the specific actions to be undertaken, please take note of the following:

1. Those who transacted business in Metrobank, Sogod Branch from August 24-29, 2020 are advised to stay at home until such time they will be allowed to go out. This also holds true to their family members;
2. Those employees residing in Brgy. Zone I, Sogod, Southern Leyte, which was placed under a varying containment zones and declaring such areas with varying community quarantine through the strength of Executive Order No. 38, s.2020, are advised to also stay at home until such time the said EO will be lifted;
3. Reiteration for those employees who will be working on-site, to avoid going to places where you have no important business to attend to. As much as possible, please head straight to station from home and vice-versa;
4. Those clients and stakeholders of the University who are included in the contact tracing list will not be allowed to transact business in the campus;
5. Those reporting employees who will be on travel for official business/time must see to it that the Travel Order (TO) has been approved already prior to the date of travel. On the same manner, those who will go out from the campus momentarily must likewise see to it that the Locator Slip has been approved already. Immediate supervisors are directed to monitor the employees under their care.

Another Office Order will be issued once the Office received the recommendation from the CMC.

This MC Memorandum Order shall take effect immediately until revoked.

For your information and usual compliance.

cc Records
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