



July 08, 2025

## MEMORANDUM

VPBED-02-2025

**TO : THE ADZU COMMUNITY**  
**RE : EXTENSION OF "NO LUNCH BREAK" POLICY TO ADDITIONAL OFFICES**

As part of our ongoing efforts to enhance service delivery to our stakeholders, the Basic Education Unit is implementing an extension of the "No Lunch Break" policy to selected offices, effective July 15, 2025.

Currently, the Infirmary, the library, and the Office of the Prefect of Discipline observe this policy, ensuring uninterrupted service during lunch hours. In response to increasing foot traffic and stakeholder needs during lunchtime, we are extending this arrangement to the following offices:

1. Registrar's Office
2. Admissions Office
3. Guidance Office

We have noted that lunchtime often coincides with the availability of many stakeholders—particularly parents, guardians, and students, who come to campus to process documents, seek assistance, or raise concerns. When all personnel are on break simultaneously, this results in closed offices and delayed service.

To address this, each affected office is requested to implement a structured, flexible lunch schedule, ensuring that at least one staff member remains available to assist clients during the lunch hour. With 2 to 4 personnel per office, a staggered break schedule is considered feasible and will be managed in a way that continues to uphold staff well-being.

This policy will be evaluated after one quarter, on September 15, 2025, to assess its impact and to gather feedback from both staff and stakeholders.

We believe this initiative strengthens our commitment to service excellence and stakeholder care. Your cooperation in implementing this policy is highly appreciated.

Should you have any questions or need further clarification, please feel free to reach out to the Basic Education Office.

Thank you.

**(sgd) MR. JEFFREY O. JALANI, MS, MDM**  
Vice President for Basic Education