

Ateneo de Zamboanga University
**INTERIM GUIDELINES ON ENERGY CONSERVATION AND OPERATIONAL
ARRANGEMENTS**

I. PURPOSE

These Interim Guidelines are issued to guide the Ateneo de Zamboanga University community in responding prudently to possible increases in fuel and electricity costs arising from current global developments affecting fuel, transport, and energy markets.

The Guidelines aim to:

- promote responsible stewardship of energy and institutional resources
- reduce avoidable operational strain on members of the community
- ensure the continuity of instruction, formation, and university services
- provide reasonable flexibility in work and instructional arrangements where feasible

These measures are interim in character. They shall take effect on **March 24, 2026** and remain in force until **May 31, 2026**, subject to review on or around **April 24, 2026**, in light of prevailing circumstances and the needs of the University community.

II. RESPONSIBLE USE OF ENERGY

To promote responsible electricity consumption and environmental stewardship, the following measures are encouraged across University offices, classrooms, and facilities:

1. Air-Conditioning Usage

Air-conditioning units should, where feasible, be operated only during designated hours:

- operate office air-conditioning between **9:00 AM to 12:00 NN** and **1:00 PM to 4:00 PM**, where practicable
- maintain thermostat settings between **23°C and 25°C**
- ensure that units are turned off when rooms are unoccupied

Units may exercise reasonable discretion while ensuring a safe and conducive work and learning environment.

2. Lighting Management

Personnel are encouraged to:

- turn off lights during lunch breaks when possible
- maximize natural lighting by opening window curtains
- minimize hallway lighting during daytime when safe to do so

3. Equipment Shutdown

Computers, printers, UPS units, and other office equipment should be turned off when not in use in order to reduce unnecessary electricity consumption.

4. Classroom Energy Responsibility

Faculty members and students are reminded to ensure that lights, fans, and air-conditioning units are turned off when leaving classrooms or when these appliances are no longer needed.

III. TRANSPORTATION AND VEHICLE USE

To help reduce fuel consumption, the following measures shall be observed:

1. Limitation of Non-Essential Travel

Units are encouraged to review and limit non-essential travel. Travel outside Zamboanga City should be undertaken only when necessary for essential academic, formation, service, administrative, or institutional purposes.

2. Hybrid and Online Meetings

Where feasible, meetings may be conducted through online platforms or hybrid arrangements. This includes meetings between:

- Tumaga Campus and La Purisima Campus
- offices within Zamboanga City
- units within the region or elsewhere in the Philippines

3. Vehicle Reservations

Vehicle reservations remain subject to prior approval and should be limited to essential activities. Academic, formation, social development, community engagement, and extension-related activities that require transportation, including clinical, practicum, student deployment, or approved field-based service activities, may continue as necessary, subject to approval, availability of vehicles, and the prudent scheduling of trips.

IV. INSTRUCTIONAL ARRANGEMENTS FOR HIGHER EDUCATION

To ensure continuity of learning while accommodating logistical considerations affecting transportation and scheduling, the University shall adopt a learning continuity framework aligned with **MAGIS-360**, AdZU's blended learning framework. This model integrates self-paced or asynchronous learning, live online learning sessions, and in-person instructional activities.

The arrangements below set the general pattern for Higher Education units during the effectivity of these Guidelines, subject to the specific exceptions expressly provided for certain colleges and programs.

1. Self-Paced / Asynchronous Learning Days

For **CSITE, SED, SLA, and SMA**, self-paced learning or online sessions may be conducted on **Mondays, Fridays, and Saturdays**. During these days, faculty members may deliver instruction through the Learning Management System (LMS).

Examples of asynchronous learning activities include:

- recorded lectures
- assigned readings
- reflective exercises
- online quizzes and assessments
- collaborative digital projects

2. In-Person Classes

Face-to-face classes will generally be conducted on **Tuesdays, Wednesdays, and Thursdays**. These sessions will focus on activities requiring direct engagement, such as:

- laboratory work
- demonstrations
- skills training
- collaborative learning activities
- immediate assessment and feedback

3. College of Nursing Schedule

The College of Nursing will continue to implement its rotation of in-class instruction **and** Related Learning Experience (RLE) duties according to its approved academic schedule.

Group A

- In-class courses: asynchronous on **Saturday**; in-person on **Thursday and Friday**
- RLE: asynchronous on **Monday**; in-person on **Tuesday and Wednesday**

Group B

- In-class courses: asynchronous on **Monday**; in-person on **Tuesday and Wednesday**
- RLE: asynchronous on **Saturday**; in-person on **Thursday and Friday**

4. Single Session Per Week Courses

Some PATHFIT (Physical Education) and laboratory classes are held only once a week and may be significantly disrupted if they fall on days designated for synchronous or asynchronous sessions. To address this, faculty members handling these courses may, as needed, reschedule their sessions to in-person class days. This arrangement helps ensure that essential course learning outcomes are achieved despite adjustments in learning modalities.

5. Graduate School Instruction

Graduate School classes will generally be conducted fully online, with a combination of synchronous sessions and asynchronous learning activities.

Faculty members may schedule occasional in-person sessions when necessary for academic purposes, including:

- thesis consultations
- research presentations
- oral examinations
- specialized workshops.

6. Co-Curricular and Extracurricular Activities

No in-person co-curricular or extracurricular activities shall be conducted on asynchronous days unless approved by the **Dean**, the **Vice President for Higher Education**, and the **Vice President for Administration**.

V. SPECIAL ACADEMIC SCHEDULES

The **College of Law** and the **School of Medicine** may continue to conduct classes in accordance with their approved academic schedules, which may include Mondays and weekends. These colleges are among the specific exceptions referred to in Section IV.

Personnel from support units, including but not limited to infirmary staff, security personnel, maintenance personnel, drivers, and office support staff, who are assigned to support the operations and academic activities of these colleges shall report in accordance with schedules determined by their supervisors and in coordination with the concerned Dean.

These arrangements ensure the continuity of essential academic and operational support services.

VI. INSTRUCTIONAL ARRANGEMENTS FOR BASIC EDUCATION

The Basic Education units, namely the **Grade School**, **Junior High School**, and **Senior High School**, are not expected to be significantly affected by the instructional arrangements described in these Guidelines, as the Basic Education school year is approaching its conclusion.

Classes and academic activities in the Basic Education units shall therefore continue under the existing schedule and instructional modalities currently in place until the end of the school year, unless otherwise determined by the Basic Education administration.

Nonetheless, Basic Education units are encouraged to observe reasonable energy conservation practices, including the responsible use of air-conditioning, lighting, and equipment in classrooms and offices.

Should broader institutional arrangements later require adjustments affecting Basic Education personnel or operations, the Basic Education administration may adopt appropriate arrangements consistent with the needs of its academic calendar and formation programs.

VII. FORMATION AND COMMUNITY ENGAGEMENT ACTIVITIES

Following consultations conducted with the **Campus Ministry Office (CMO)**, the **Freshmen Formation Program (FFP)**, and the **Social Awareness and Community Service Involvement (SACSI)**, it was determined that the designation of Monday as a day for reduced fuel and energy consumption is not expected to significantly disrupt formation programs. Accordingly:

- FFP activities scheduled on Mondays may be conducted online or asynchronously
- the **Ignatian Prayer Circle (IPC)** of CMO and SACSI may be rescheduled to other days of the week as necessary
- for **NSTP** activities that involve community engagement, efforts should be made to limit travel to essential visits, such as one exposure visit and one visit for project implementation, consistent with program objectives

Approved community engagement, social development, and extension-related activities that require travel shall remain subject to the transportation guidelines set out in Section III.

VIII. HYBRID WORK ARRANGEMENT FOR ADMINISTRATIVE PERSONNEL

To align administrative operations with the academic schedule and promote the responsible use of institutional resources, the University may adopt a hybrid work arrangement for covered administrative and support personnel.

1. Work Schedule

Under the hybrid work arrangement:

- **Monday:** Remote Work
- **Tuesday to Friday:** Onsite Work

Personnel shall render **forty (40) working hours per week.**

2. Coverage

These arrangements apply to Central Services administrative and support personnel whose duties can reasonably be performed remotely, except those assigned to essential onsite functions or to units operating under approved special academic or operational schedules. The specific work arrangement of each employee shall be determined by the immediate supervisor or Office Head, subject to the approval of the concerned Vice President and consistent with the requirements of service continuity.

Personnel whose duties require physical presence, particularly maintenance, facilities, security, drivers, and other essential onsite personnel, may instead follow a compressed workweek or rotational schedule, as determined by their supervisors and Office Heads, subject to the required forty-hour workweek and existing University policies.

Where personnel are required to report onsite on Saturdays, Mondays, or other days outside the regular onsite schedule in order to support academic or operational activities, the corresponding remote workday or off-day shall be scheduled within the same week by the supervisor, in a manner that preserves required working hours and service continuity.

Personnel of the **Physical Plant Office** and **ALOHA personnel**, including drivers, may also be organized into rotational teams to ensure operational and logistical support on all days when academic activities are conducted.

3. Responsibilities of Office Heads

Office heads are responsible for:

- defining deliverables for remote work days
- monitoring outputs and productivity
- ensuring continuity of services
- scheduling onsite staffing when necessary.

Monitoring should focus on **completion of tasks, outputs, and service delivery.**

4. Responsibilities of Employees

Employees participating in the hybrid work arrangement must:

- observe regular working hours
- remain reachable through official communication channels
- complete assigned tasks and deliverables
- participate in scheduled online meetings

Remote work days are considered regular workdays and must be treated accordingly.

5. Special Considerations

a. Daily-Paid Employees

HRADO, in coordination with the Vice President for Administration and the concerned Office Heads, shall determine appropriate arrangements for daily-paid personnel in order to uphold fairness, protect livelihood where reasonably possible, and ensure continuity of necessary services.

b. Essential Onsite Work

Personnel whose duties require physical presence may continue onsite work under arrangements determined by their supervisors and Office Heads. Where necessary, limited assistance for transportation costs may be considered in exceptional circumstances, subject to applicable University policies and availability of funds.

IX. CONFIDENTIALITY AND DATA PRIVACY

Employees working remotely remain bound by all University policies on:

- confidentiality of records
- responsible handling of institutional information
- data privacy compliance

Sensitive documents and digital information must be protected from unauthorized access at all times.

X. CONCESSIONAIRE OPERATIONS

The Office of Vice President for Administration, in coordination with the Finance Office, may review and adjust concessionaire rental arrangements and related operational terms in light of actual days of operation and campus activity levels, while ensuring continued food and related services for the University community. Utility charges shall continue to be billed according to actual consumption.

Concessionaires must continue to comply with:

- sanitation standards
- safety requirements
- operational regulations

with appropriate monitoring and inspection by the Office of the Vice President for Administration.

XI. MONITORING AND REVIEW

Implementation of these Guidelines will be monitored by:

- the **Office of the University President**
- the **Vice Presidents**
- **HRADO**
- the **Deans, Directors, and Office Heads**

Adjustments may be introduced as necessary to ensure the effective functioning of the University.

The University administration shall review these measures on or around **April 24, 2026**, in light of prevailing circumstances and the needs of the University community.

XII. EFFECTIVITY

These Guidelines shall take effect on **March 24, 2026** and shall remain in force until **May 31, 2026**, unless earlier revised, lifted, or extended by the University administration.

Approved, this 18th day of March, 2026

(ORIGINAL SIGNED)

FR. GUILLREY ANTHONY M. ANDAL, SJ
University President