



Concordia College
1739 Pedro Gil Street, Paco Manila
PAASCU Accredited



January 5, 2022

Circular No. 2

To: **CC Personnel**

Re: **INSTITUTIONAL RESPONSE TO ALERT LEVEL 3 DECLARATION IN NATIONAL CAPITAL REGION**

FROM: Office of the Human Resource Director- Safety and Security

Greetings of Peace!

As we start to traverse the new year 2022, we now face a not so new problem (Covid-19) but with new variants. In addressing this concern, we are committed to make our environment as safe as possible to everyone. In response to the Alert Level 3 Declaration, please take note of the following directives:

1. **Face- to- face meetings** including but not limited to teacher- parent conferences from **January 6-16, 2022 are SUSPENDED**. However, these meetings may be push through virtually.
2. **Physical transactions** with our stakeholders **shall be SUSPENDED from January 7-16, 2022**. Alternatively, these transactions shall be done online.
3. The guidelines will be updated on or before January 14, 2022 or unless otherwise provided by the government directives.

For inquiries, please contact the following:

Advisory Concern: Please contact your respective adviser through their official email

Academic Concern: ibed@laconcordia.edu.ph

Documentary Concern: registrar@laconcordia.edu.ph

Accounting Concern: accounting@laconcordia.edu.ph

In the midst of pandemic, your utmost support to the program is essential to the delivery of quality, Catholic and Vincentian education. Thank you very much, God bless us all!