



Notice to Clients: SSPMO Office Schedule Update

Dear Valued Clients,

In compliance with **MEMORANDUM NO. ACR 26-32** implementing Section 3 of Office of the President Memorandum Circular No. 114 (***Flexible Work Arrangements in Support of Energy Conservation Measures***) for the UP System Administration (UPSA), the SSPMO Office will adopt a **4-day compressed workweek** effective **March 16, 2026**.

- Closed on **Mondays**
- Operating Hours (**Tuesday to Friday**): 7:00 AM – 6:00 PM

This schedule adjustment supports the University's energy conservation initiatives while ensuring continued service to our clients.

For more information and updates, you can access our website at sspmo.up.edu.ph.

We appreciate your understanding and cooperation as we implement this directive.

— **SSPMO Office Management**