



To: USC Community

Through: Deans/Department Chairs/Office Heads/Principals

Re: **Work Schedule**

To give time to all USC personnel to prepare and join the USC Christmas Party, **work on December 17, 2018 will only be until 11:30 A.M.**

**Last day of work for 2018 is on Tuesday, December 18, 2018 until 12:00 noon only.**

Work in all levels will **resume on Monday, January 7, 2019.**

May the Spirit of Christmas fill our hearts with peace, joy and love. A blessed Christmas!

  
Fr. GENEROSO B. REBAYLA, JR., SVD  
Vice President for Administration

December 13, 2018