

Memorandum no. 7, series of 2026

TO: All Basic Education Faculty Members

FROM: VMC Administration

DATE: June 17, 2026

SUBJECT: Guidelines on the Observance of Faculty Office Hours and Room Maintenance

Dear Faculty Members,

As we continue our journey of academic excellence this school year, the Administration extends its deepest gratitude for your unwavering dedication, passion, and the extra hours you consistently invest to support our Montessorians. Your hard work is the backbone of our community.

In our continuous effort to support your well-being, promote a healthy work-life balance, and practice mindful stewardship of our campus resources, the institution is releasing the following guidelines regarding the observance of official Faculty Office hours, effective immediately:

1. Schedule of Faculty Office Hours

To ensure that everyone has ample time to rest, recharge, and spend time with their families after a productive day of teaching, we are structuring the closing hours of our Faculty Offices as follows:

- **Junior High School (JHS) and Grade School Faculty:** The faculty office will remain open until 6:00 PM only. Faculty members are expected to wrap up their tasks and log out by this time.
- **Senior High School (SHS) Faculty:** Given that evening classes conclude at 8:30 PM, the SHS faculty office will remain open until 9:00 PM only to allow sufficient time for post-class packing and logging out.
- **Exception:** Exceptions for official school events, parent-teacher conferences scheduled after-hours, or critical grading periods must be coordinated with and approved by your respective Principal at least a day in advance to arrange for extended facility access.

We kindly request everyone to manage their daily afternoon tasks efficiently within these windows so that we can collectively wind down and secure the campus on time.

2. The "Why" Behind this Implementation

We want to be transparent with the heart behind this policy. This adjustment serves two very meaningful purposes for our VMC family:

- **Prioritizing Your Well-being:** We deeply care about your health. Staying excessively late at work can lead to burnout. By establishing a clear end to the workday, we encourage everyone to go home, rest, and maintain a healthy boundary between work and personal life.
- **Collective Stewardship and Energy Conservation:** As an institution, we are taking active strides toward sustainable campus management. Closing the offices on time significantly helps reduce our institutional carbon footprint and conserve energy resources, allowing us to redirect our focus toward building better facilities and programs for the community.

3. A Gentle Reminder on the CLAYGO (Clean As You Go) Policy

As leaders and role models for our students, we also take pride in keeping our shared workspace clean, organized, and inspiring.

Please continue to practice the CLAYGO (Clean As You Go) policy in the faculty offices. Kindly ensure that desks are cleared, personal items are safely kept, food waste is properly disposed of,

and all electronic devices/lights in your immediate areas are turned off before you head home. A clean workspace brings a clear mind for the next morning!

Thank you for your exceptional commitment to our mission and for your cooperation in keeping VMC a healthy, sustainable, and well-organized environment for us all.

Should you have any questions or need assistance with adjusting your schedules, please feel free to approach your respective Department Heads.

Have a blessed and productive week ahead!

Sincerely,

The VMC Administration