



**Office of the University President**

OP Memorandum Order No. 67  
Series of 2023

**TO:** ALL UNIVERSITY OFFICIALS  
ALL FACULTY MEMBERS  
ALL ADMINISTRATIVE STAFF  
ALL UNIVERSITY STUDENTS

**SUBJECT:** PRECAUTIONARY MEASURES IN PREPARATION FOR THE APPROACHING  
TYPHOON 'BETTY'

**FROM:** (SGD) JUDE A. DUARTE, DPA  
University President

**DATE:** MAY 25, 2023

To prepare for the expected typhoon 'Betty' and to avoid damage of University properties, you are directed to undertake necessary precautionary measures such as:

**A. For physical, plant, and facilities in-charge:**

- \* Securing buildings and grounds, for strong winds can make landscaping materials into dangerous projectiles that can break windows and doors.
- \* Keeping of physical and plant facilities including vehicles in safe and elevated area and secure location and clearing of drainage areas around the campus to prevent local flooding
- \* Trimming of trees and shrubs to minimize harm of fallen branches in buildings and facilities.
- \* designate an evacuation area/building for neighboring barangays and for faculty and staff. Buildings that will be designated as evacuation centers should not have valuable properties such as led walls, TV, laptops and other equipment
- \* round the clock security in three (3) entry points must be strictly enforced; no outsiders be allowed without proper approval from the University President/Campus Directors; in no case will the security on duty abandon their designated areas.

**B. For building and office in-charge:**

- \* Keeping of important school records intact by storing them on a high shelves or in an elevated portion to avoid flood waters, by storing records online, and by protecting digital documents, by keeping in a typhoon proof space.



- \* Securing of spaces and valuable items found in the library, computer laboratory, and multi-media unit, and other important resources found in the building and office.

Moreover, the faculty, staff and students are advised to observe the following:

*Before a Tropical Cyclone*

- \* Monitor the news for weather updates, warnings and advisories.
- \* Know the early warning and evacuation plan of the community.
- \* Check the integrity of your house and repair weak parts.
- \* Prepare your family's GO BAG containing items needed for survival.
- \* Put livestock and pets in safe area or designated evacuation site for animals.
- \* When notified, immediately go to the designated evacuation center.

*During a Tropical Cyclone*

- \* Stay calm, stay indoors and tune in for latest news and weather updates.
- \* Turn off main electrical switch and water valve.
- \* Use flashlight or emergency lamp. Be cautious in using candles and gas lamps.
- \* Stay away from glass windows.

*After Tropical Cyclone*

- \* Wait for authorities to declare that it is safe to return home.
- \* Stay away from fallen trees, damaged structures, and powerlines.
- \* Do not go sightseeing as you may hinder the work of emergency services.
- \* Be cautious in checking and repairing the damaged part of your house.
- \* Check your wet or submerged electrical outlets and appliances before turning on electricity.
- \* Throw away in water in cans, pots and tires to prevent breeding of mosquitos.

The Vice President for Administration and Finance, in the case of the Main Campus and the Campus Directors, in the case of external campuses, will oversee the implementation of this Order.

For your information and strict compliance.

cc      Records  
          VPAF  
          VPAA  
          VPSAS  
          VPRIES  
          Campus Directors  
          Deans  
          EM-DRRM Officer  
          CAO  
          Chief Security and Safety Management  
          File Copy