

# CSWCD STUDENT RECORDS OFFICE ANNOUNCEMENT

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## SKELETAL WORKFORCE ARRANGEMENT- March 22 to April 4, 2021

- IN COMPLIANCE TO UPDATED UPD POST-ECQ GUIDELINES OUR PHYSICAL REPORTING IS REDUCED TO 30-50% AND SHALL REPORT ON A TWICE PER WEEK.
  - SRO STAFF WILL REPORT ONLY ON MONDAY & TUESDAY FROM 8AM TO 12NN
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## WORK FROM HOME ARRANGEMENT- April 5 to 17, 2021

- THE SRO WILL SHIFT MAINLY TO A WFH ARRANGEMENT. DURING THIS PERIOD, SERVICES WILL BE LIMITED TO ONLINE TRANSACTIONS.
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