



January 27, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Dear **Dr. Tulin**,

Greetings!

In connection to our previous communication letter dated January 24, 2022 (No. CET.Met C22-08) in compliance with OP Memo Circular No. 10 s. 2022 re: Alternative Work Arrangements for VSU faculty and staff to arrest the resurging cases of COVID-19, I am respectfully submitting to your office the **Revised Alternative Work Arrangements of the faculty and staff of the Department of Meteorology (DMet) effective January 31, 2022** as follows:

Effective Jan 31, 2022				
Name (Designation)	Designation	Vaccination Status	Arrangement	Assigned Office /Room
1. Daniel C. Lor	Head	Fully- vaccinated	Report to Office Everyday	DMet Head's Office
2. Charlindo S. Torrior	Regular Faculty	Fully- vaccinated	Report to Office Everyday	CLAWS Lab (CET Faculty Room) Size: 6.0m X 3.0m
3. Raymond Jess G. Goliat	Regular Faculty	Fully- vaccinated	Report to Office Everyday	CLAWS Lab (CET Faculty Room) Size: 6.0m X 3.0m
4. Rotsen B. Labisores	Regular Faculty	Fully- vaccinated	Report to Office Everyday	EB 104 Annex Size: 8.0m X 8.0m
5. Charlie S. Andan	Regular Faculty	Fully- vaccinated w/ Booster Shot	Report to Office Everyday	EB 105 Annex Size: 8.0m X 8.0m
6. Lorna B. Abamo	Clerk	Fully- vaccinated w/ Booster Shot	Report to Office Everyday	DMet Admin Office
7. Felix C. Abanera	Admin Staff	Fully- vaccinated	Report to Office Everyday	DMet Admin Office
8. Evelyn A. Albia	Part-time Faculty	Fully- vaccinated	Report to Office Everyday	CET Faculty Room No. 02 Size: 3.5m X 2.5m

In our previous alternative work arrangement, some of our faculty members will follow WFH scheme on selected weeks. However, most of our faculty raised their concerns regarding their internet connectivity at home. Some of them do not totally have internet signal inside their residences, thus, cannot perform their duties and responsibilities if ever they'll be opted for a WFH scheme. Moreover, some faculty also raised that disruptive noises at home can't be avoided due to small space inside their homes.

In addition, as of this writing, all of our faculty members have not finished checking their respective students' outputs, thus, all of them still need more time before they can submit the Final Grades of their students.

To address these concerns, DMet has decided that all our faculty members will be using separate rooms/offices when they report inside the campus. Moreover, their current offices are fully-ventilated and separated with walls, thus, are following the minimum health protocols with regards to safe work spaces. Their offices are also big enough to serve a conducive working environment.

With this revised arrangement, I, as the Head of this office, will vow to take the responsibility of ensuring that all my subordinates will always be compliant with the existing health protocols of the university.

Thank you very much.

Very truly yours,

DANIEL C. LOR

Head, Department of Meteorology

Noted:

JANNET C. BENCURE

Dean, College of Engineering and Technology

Approved:

EDGARDO E. TULIN

President