



January 26, 2022

RE: Memorandum Circular No. 10 series of 2022 "Alternative Work Arrangement for VSU Faculty and Staff to arrest the resurging cases of COVID-19 effective January 24, 2022"

**OHIA Staff Work Arrangement
January 31 - February 18, 2022**

Name of Staff	Status	Nature of Work	Vaccination Status	January 31- February 4, 2022				
				31 M	1 T	2 W	3 Th	4 F
1. Maria Teresa A. Cruz	Permanent	Administrative	Fully Vaccinated	X	X	X	X	X
2. Arlin B. Flandez	Permanent	Administrative (Office Work)	Fully Vaccinated with booster	✓	✓	✓	✓	✓
3. Leonardo S. Toraja Jr.	Job Order Clerk I	Office Work	Fully Vaccinated	✓	✓	✓	✓	✓

Name of Staff	February 7-11, 2022					WEEKEND		February 14-18, 2022				
	7 M	8 T	9 W	10 Th	11 F	S A T U R D A Y	S U N D A Y	14 M	15 T	16 W	17 Th	18 F
1. Maria Teresa A. Cruz	✓	✓	✓	✓	✓			X	X	X	X	X
2. Arlin B. Flandez	X	X	X	X	X			✓	✓	✓	✓	✓
3. Leonardo S. Toraja Jr.	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓

Note: ✓ on duty
X work from home

Prepared By:


MARIA TERESA A. CRUZ
Head

Recommending Approval:

ALLEN GLENNIE P. LAMBERT
Executive Secretary

Approved By:

EDGARDO E. TULIN
President