



January 21, 2022

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

OHIA Staff Work Arrangement
January 24-28, 2022

Name of Staff	Status	Nature of Work	Vaccination Status	January 24-28, 2022				
				24 M	25 T	26 W	27 Th	28 F
1. Maria Teresa A. Cruz	Permanent	Administratve	Fully Vaccinated	✓	✓	✓	✓	✓
2. Arlin B. Flandez	Permanent	Administrative (Office Work)	Fully Vaccinated with booster	X	X	X	X	X
3. Leonardo S. Toraja Jr.	Job Order Clerk I	Office Work	Fully Vaccinated	✓	✓	✓	✓	✓

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