



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM CIRCULAR NO. 285
Series of 2024

TO: All Heads of Offices/Units/Centers/Projects

**RE: Adoption of Work from Home Arrangement during the period of
December 23, 26 and 27, 2024**

FROM: DR. PROSE IVY G. YEPES
University President

DATE: December 20, 2024

The administration declares the adoption of work from home arrangement of its employees for the period of December 23, 26 and 27, 2024 across all the university system. This is to ensure efficient and effective public services by providing adaptable and responsive work schemes, and enabling support mechanisms for VSU officials and employees who preferred to be with their family at home during this festive season. This is in consonance to the Policies on Flexible Work Arrangements in the Government circularized via CSC Memorandum Circular No. 6, s. 2022.

However, the following shall be observed:

1. A skeleton workforce shall be observed per office.
2. Offices which are engaged on enrolment (for 2nd Semester AY 2024-2025), finance, cash, procurement, supply and HR transactions such as processing of claims, payments and the closing of book of accounts shall report to the office.
3. Employees who are performing medical and security services and those who are taking care of animals and plants, as well as the PPO and utility personnel shall report to office.
4. Accomplishment report for the period covered shall be submitted and attached to the DTR for December 2024. All Office Heads must ensure that all staff are assigned with tasks to facilitate effective and efficient operations.

This issuance does not cover Job Order personnel who are required to report to office.

We wish each of you a joyful and relaxing holiday season. Thank you for your hard work and dedication throughout the year. We look forward to continuing our success together in the new year.

For your information and guidance.

OFFICE OF THE PRESIDENT

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