



14 September 2021

MEMORANDUM CIRCULAR NO. 101

Series of 2021

T O: All VSU Constituents in the Main Campus

**R E: Enhanced Alternative Work Arrangements for VSU faculty and staff
as a revision to the provisions of OP MC No. 108, series of 2020**

The number of daily positive cases in the region, including that of LGU Baybay is continuously increasing. In fact, a number of these positive cases are VSU employees and their families. Worse, one of our employees was infected with the delta variant of the virus which is more contagious than the alpha and original variants. This scenario is already alarming to the University. Aside from the lockdown and disinfection efforts, there is a need to institute a more sustainable measure to starve the virus with a host thus, help the LGU and the University prevent and contain its spread inside the campus, in the City of Baybay and Region 8 in general.

The Alternative Work Arrangements shall be implemented by grouping all employees in all units into two (2) groups per office/unit, as follows:

- a. 1st group – to physically report to office for 2 straight weeks
- b. 2nd group – to work from home for 2 straight weeks

The 1st and 2nd group will take turns in reporting physically to office and on work-from-home scheme. The cycle goes on until this alternative work arrangement is lifted and or revised. It shall be the responsibility of the department head to divide the office personnel into groups. Units with only one administrative staff may be required to report continuously unless an alternative arrangement will be made by the department head. USHER is mandated to randomly check offices to ensure compliance of the approved reporting schedule. Only those employees who are scheduled to report must be in the office. This provision applies across all offices in the main campus.

This proposed alternative work arrangement will give the following benefits:

- a. Only one half of the total workforce shall report simultaneously thereby reducing the number of employees who are possible carriers of the virus.

- b. Due to lesser number of people physically interacting, contract tracing will be easier and the number of primary and secondary contacts will be lesser, thereby, reducing the number of employees to be on home quarantine.
- c. The next two weeks while on work-from-home shall serve as their quarantine period of 14 days (Note: while on work-from-home, the employees should be strictly working at home to ensure that he/she will not have interaction with anybody except his/her family members.) It shall be the responsibility of the employee to strictly follow this rule, otherwise, employees caught violating the same shall be subjected to disciplinary action by filing an administrative case as provided for in the 2017 RULES on ADMINISTRATIVE CASES by the Civil Service (2017 RACCS).
- d. The University will actually save the number of work days of those primary and secondary contacts who are required to be on home quarantine but on excuse absence based on CSC policies. Hence, this proposed alternative work arrangement will actually save the 14-day home quarantine previously granted to primary and secondary contacts of positive VSU employees.
- e. After the two-week work-from-home scheme, employees must first pass through USHER for assessment and issuance of clearance before reporting back to office. Department/Unit heads shall require the clearance from USHER before they are allowed to report. A duly signed health declaration form shall also be accomplished. Failure to declare the actual health status as well as travel history shall be a ground for administrative sanctions.

The employees of OUDRRM and USHER are excluded in this arrangement due to the nature of their work that requires physical presence on site. Likewise, employees whose nature of work that requires on site performance of work, such as but not limited to animal caretaker, plant care taker, research assistants/aides who conducts laboratory experiments, etc. shall make prior arrangement for approval to physically report to work on site.

In reiteration, the following Additional Guidelines as reflected in par. C of OP MC 108, 2020, shall remain to be strictly implemented and should be complied by all those who are on scheduled 14 -day Work-from-Home, to wit:

- a. The entire par. 4 of OP MC No. 79. s. 2020 which prescribes conditions, policies, responsibilities, accountabilities, and obligations of both the employee and the supervisor regarding implementation of a work-from-home work arrangement shall continue to be in full force and effect in addition to the policies as provided herein in this general guidelines.
- b. Department/Office Heads should make sure that employees are given tasks to be performed to the full extent possible in terms of man-days per work week. This means that the tasks and outputs for a one-day work-from-home should be equivalent to the output expected for one regular working day. Evidence of outputs produced or accomplished for the day while he/she is on WFH including online classes held by faculty members, should be sent to department and office heads, if possible daily through email using official email accounts.

- c. Employees under work-from-home shall make themselves available during the working hours. It shall be the responsibility of the immediate superior to ensure that his/her subordinate on work-from-home are actually working at home and readily serve when needed as if he/she actually reported to work. Any employee who cannot be contacted or who went somewhere instead of working at home should be required to file a leave of absence for that day. It should be reminded that when an employee is on WFH arrangement, he/she is actually working but he/she is just allowed a change of work place which is at home, instead of in the office.
- d. Before recommending a subordinate to be included in the grouping for a work-from-home arrangement, it shall be the duty of the department/office head to ensure that his/her subordinate has the acceptable work space and working condition, free of noise and household chores during office hours for him/her to effectively perform his/her tasks at home. Faculty and staff are therefore required to identify/provide conducive work space at home since this work arrangement may be needed for a longer period under the new normal.
- e. Department/office heads should strictly monitor his/her subordinate on WFH through phone calls and emails. It shall be the responsibility of the department/office head to assess that the evidence of the output produced by his/her subordinate for one day is appropriate for a one-day work. The Accomplishment Report template (FM-VSU-13) which is required to be submitted to support the WFH entry in the Daily Time Record should be filled indicating the detailed outputs delivered per day and duly certified correct and accepted by the Department/office Head.
- f. An employee who is on WFH on official working hours should not go somewhere during that period. Should he need to go out of home for personal reason, he/she should file the corresponding leave of absence for that day. However, should he/she need to go out for official business, a travel order should be issued to him bearing approval of the University President in compliance with OP MC No. 56, s. 2020.
- g. To comply with the requirements of CSC MC 18, s. 2020, the List of Outputs and points assigned per allowable output of tasks allowed during work from home as attachment to OP MC No. 108, series of 2020 shall continue to be used in determining points of targeted outputs and actually delivered.

Likewise, concerned individuals/offices are to strictly implement and comply the following:

1. The ODHRM is hereby directed to check the list of outputs submitted if the total points earned from the outputs delivered is commensurate to the number of workdays for the two-week period. The corresponding number of under time should be determined/computed in case of insufficient outputs in terms of points submitted. The

IASO is likewise mandated to conduct random review of submitted DTR with submitted list of outputs to ensure correctness of the computations.

2. The employees and the immediate supervisors are both reminded that the certification to support the Daily Time Record are subject to post-audit. Any misinformation therein is similar to any misrepresentation of entries in the DTR.
3. All Department/Office heads are hereby reminded to strictly monitor the implementation of the minimum health protocol in their workplaces, remind employees to fill up the on-line daily self-checklist for COVID-19 as well as the Department/Office health status coordinators to perform their mandate and closely coordinate with the USHER for appropriate intervention.
4. The VSU vehicle used as a shuttle for employees to and from their residence must be disinfected every after use. Assigned drivers should report to USHER after each trip for disinfection.
5. OP Memo No. 87 series of 2021 dated August 23, 2021 re; Entry protocol for VSU household members and helpers from August 23-27, 2021 is deemed extended until further notice.
6. OP Memo No. 85 series of 2021 dated August 20, 2021 re; Travel restrictions at this period is still in effect.
7. BAC and ODQA staff are allowed to report on a daily basis provided that they will be staying in the University for the duration of their activities.
8. Adequate ventilation and good air exchange must be maintained by:
 - Use of air conditioning is not allowed. At the moment, the use electric fan is encouraged.
 - Windows/doors must be kept open.

This enhanced policy is in accordance with the provisions of CSC MC 18, 2020 which mandates all agencies to implement Alternative Work Arrangements during the period while the health pandemic as declared by the President is still in effect to protect the employees, its dependents and as the agency's way of helping the government prevent the spread of the virus and finally, end this health pandemic.

All other provisions of OP Memorandum Circular Nos. 79, 84 and 108, s. 2020 which are deemed inconsistent with the provisions of this memorandum are considered repealed.

This enhanced Alternative Work Arrangement will take effect on September 20, 2021.

For the guidance and compliance of all concerned.



EDGARDO E. TULIN

President