



20 March 2020

**MEMORANDUM CIRCULAR NO. 40**

Series of 2020

**T O: All VSU Heads of Units, Contractual Staff, and JO Workers**  
**R E: DBM and COA Joint Circular No. 1, S. 2020 providing compensation to JO workers and contractual staff during the community quarantine period only**

In view of the recently released DBM and COA Joint Circular No. 1, S. 2020 dated March 19, 2020 stipulating the *Interim Guidelines Governing Contract of Service (COS) and Job Order (JO) Workers in Government for the Duration of the State of Calamity and Community Quarantine Due to the Corona Virus Disease (COVID-19)*, which provides compensation to JO workers and contractual staff during the community quarantine period only, the university shall adopt the following policies concerning our contractual and job order workers for the duration of the community quarantine:

- All contractual and JO workers are not required to report for work, except for the following offices which shall provide the skeletal workforce to ensure provision of basic services:
  - Office of the President
  - OVPI/OVPAF/OVPRE/OVPRGEA
  - Office of the University Secretary
  - ODAHRD and HRMIS
  - Finance and Budget Offices
  - Accounting Office
  - Cash Division
  - Personnel Records & Performance Evaluation Office
  - BAC Office
  - Supply Office for deliveries
  - University Student Services Office
  - Office of the University Registrar
  - Info/Web TeamThe heads of these offices shall assign personnel on a staggered/rotational basis to perform their office tasks.
- The University Health Services and the University Security and Safety Office and their personnel shall continue its full operation.
- JO workers working on landscape, waste disposal and management, and general services, such as those in charge of the power, water, internet connectivity, and transport shall continue to operate on a staggered/rotational basis.
- To ensure the continuity of research projects, project leaders shall manage the attendance and accomplishments of their JO workers and research assistants accordingly. The same applies to JOs tending to livestock and other experimental animals.
- JO workers under VSU Income Generating Projects are not required to report for work, except for those assigned to repack and distribute food packs for stranded students, who shall be determined by the VSU Guest House/Pavilion.

All unit heads shall ensure that their respective offices are regularly checked and represented for minimal operations.

All employees who will report to work shall observe stringent social distancing measures in the workplace and practice personal hygiene.

  
**EDGARDO E. TULIN**  
President

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.