



29 October 2021

MEMORANDUM CIRCULAR NO. 111

Series of 2021

T O: All VSU Employees in the main campus

R E: Reporting of Employees to Office

There is already a decreasing trend for COVID-19 cases in the region and the City of Baybay. The active vaccination campaigns and related activities conducted by the different LGUs have contributed much in lowering the infection cases. In fact, no new cases have been recorded in VSU. Fortunately, most of the VSU employees are already vaccinated.


With this development, VSU personnel (administrative staff, Jos, and laborers) are directed to report back to the office starting November 2, 2021. However, you are still reminded to follow the minimum health protocols set by the IATF (wearing of facemasks, face shield, social distancing, and hand sanitation) and to continue with the office disinfection activities and limit the entry of other office personnel into your office. Those who have been on WFH during the period October 25-29, 2021, should report first to USHER for assessment before reporting to the office.

Since, we are still adopting the no face-to-face classes and classes are conducted virtually, faculty members may opt to adopt the work from home scheme. However, the required outputs expected of them should be delivered and attached to their respective DTRs. OP MC 108 series of 2020 shall continue to be used in determining points of targeted and actual delivered outputs. They should also be present in the office if necessary.

The above provision may also apply to highly vulnerable persons. Unit heads are directed to give assignments and check the accomplishments of the personnel. The outputs will also be checked by ODHRM.

Furthermore, except in highly exceptional cases, VSU remain close to visitors, until further notice.

For the guidance and strict compliance of all concerned.


EDGARDO E. TULIN
President