



August 20, 2021

MEMORANDUM CIRCULAR NO. 85

Series of 2021

T O: All VSU employees

R E: Work Arrangement in the VSU Main Campus to arrest COVID19 spread

This is relative to the increasing cases of COVID19 patients in the university in the month of August 2021 as reported by the University Services for Health, Emergency and Rescue during the University Administrative Council (UADCO) Meeting held today.

In this regard, the university administration through the UADCO approved the implementation of a 5-day work arrangement to arrest the continuous spread of the COVID19 virus in the workplace effective August 23, 2021 (5AM) until August 27, 2021 (12mn).

For purposes of implementation of the 5-day Work Arrangement, the following are to be complied with during the duration:

- Official travel is strictly not allowed. Travel requests previously approved are hereby recalled.
- Personal travels are highly discouraged. All VSU employees and their families are advised to stay at home or at their place of residence.
- Minimum public health standards shall be complied with at all times.
- Only the following offices, persons or activities are allowed to operate, work or be undertaken for the duration:
 - a. With full on-site operation:
 - ✓ University Services for Health, Emergency and Rescue
 - ✓ Office of the University Disaster & Risk Reduction Management
 - ✓ Office of the Head of Power Plant & Electrical Services
 - b. With skeleton on-site operation (not exceeding 50% of the total employees per office):
 - ✓ All Offices in the Administration Building
 - ✓ Office of the Vice President for Research, Extension and Innovation and Research Centers
 - ✓ Academic departments
 - ✓ Offices under the Director of Physical Plant
 - ✓ Offices of the Heads of Procurement, Supply & Property
 - ✓ Offices under the Office of the President
 - ✓ Offices under the Vice President for Student Affairs & Services

- ✓ Offices under the Vice President for Planning, Resource Generation and Auxilliary Services

Heads of Offices shall submit through email or IP message the list of skeleton workforce for the duration of the 5-day work arrangement on or before Aug. 22, 2021 for proper documentation and permission of entry to the campus:

USHER usher@vsu.edu.ph
OUDDRM jemuel.ocanada@vsu.edu.ph

- Faculty (regular and part-time) in the academic departments shall fully adopt a work-from-home arrangement. Likewise, administrative staff shall adopt a combination on work-from-home and skeleton work. Heads of department/office shall give tasks to those on work-from-home to be performed to the full extent possible in terms of man-days per work week, if applicable.
- Job Order workers whether part of the skeleton workforce and on work-from-home will be compensated from Aug 23 to 27, 2021. The total number of days per month stipulated in their contract of service still applies.
- All scheduled events/activities for next week are required to be conducted via virtual mode and/or be rescheduled to another date.
- Other health protocols issued by the LGU-Baybay IATF shall be followed.

For strict compliance.


EDGARDO E. TULIN
President