



29 April 2020

MEMORANDUM CIRCULAR NO. 47

Series of 2020

T O: All VSU Employees
R E: 'New Normal' of Operation, Schedules and Targeted Outputs After April 30, 2020 Until the End of School Year 2019-2020

The University decided on the continuation of the 2nd semester SY 2019-2020 after 30 April 2020 without residential/face-to-face instruction, but with a proposed a plan of action (including completion of academic requirements for students) for the rest of the 2nd semester 2019-2020 in light of the COVID-19 pandemic. This decision which was approved by the VSU Board of Regents in its meeting dated 28 April 2020 was arrived primarily for the safety and preservation of lives of the VSU faculty, staff, students and other constituents.

Furthermore, although the Leyte province was not classified by the Inter-Agency Task Force during its April 23, 2020 meeting as a high risk province with extension or imposition of the ECQ, but all other moderate risk and low risk administrative regions, provinces or areas are still placed under a General Community Quarantine (GCQ) starting May 1, 2020. Those under GCQ are still mandated to implement all forms of community quarantine measures in accordance with approved minimum health standards for health facilities, testing, and hygiene as defined by the Department of Health, Department of Transportation, Department of Trade and Industry, Department of Labor and Employment and the Department of Public Works and Highways.

Even if the ECQ and the GCQ will be finally lifted, there will always be the new normal unless a vaccine against covid-19 can be found and administered to the general population. Thus, the university is preparing to embrace this new normal in performing its mandated functions, deliver the targets it committed under the 2020 General Appropriations Act and to provide the needed services to its clients without risking the lives, both of the faculty and staff and the university clients and beneficiaries. Thus, these guidelines.

I. General Policies

1. The university shall embrace the new normal in the delivery of its four-fold functions in instruction, research, extension and production functions.
2. The university shall strive to maintain its status being a COVID-free campus and thus, shall adopt applicable guidelines of the IATF including the protection of the vulnerable employees with co-morbidities or other high-risk factors.
3. The proposed plan of action, once approved by the Board of Regents, will be fully implemented.
4. Every office/departments/centers/units are still expected to deliver targeted outputs as indicated in their submitted OPCR. Unit heads are responsible in assigning works and/or outputs to be delivered individually by faculty and/or staff, especially those days they are on "work from home" scheme.

II. Specific Guidelines

A. Affecting Faculty Members

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.



1. Due to cancellation of classes for the second semester and no summer offerings, faculty members are automatically considered on "work from home scheme". Initially, they are required to:
 - a. Prepare and format instructional materials/comprehensive course content that will be online-ready and should be submitted on or before 29 May 2020.
 - b. Explore to come up with a flexible learning system with or without internet connectivity by requiring students instead to submit certain requirements through internet or to submit the same once the University has opened again.
 2. All faculty members are considered on "work from home" scheme. Academic units may be allowed to revise their submitted OPCR specifically affecting targets on instructional materials development because of the need to embrace the new normal in teaching because of this pandemic
 3. Subsequently, faculty members may likewise review and revise his/her targets particularly in the development of instructional materials of ALL the subjects assigned to him/her in view of the require flexible learning materials classes finally opens depending on the final decision on the matter.
 4. However, in support of the submitted revised IPCR target, the faculty should attach his proposed list of weekly expected outputs for the period May 1, 2020 until July 31, 2020 (initially), duly reviewed and approved by the department head to ensure that all expected output of the faculty of the latter's share of the department targets are included.
 5. Actual weekly outputs as targeted should be submitted to the department head/center director concerned through email the following week or depending on the agreement with the faculty and department head concerned.
 6. The department heads are reminded to check or review the targets of faculty and the listed weekly targeted outputs during the "work from home scheme" to ensure that all the things that the faculty should do or outputs to produce and submit are included including their share of the targets in research and extension.
 7. Aside from the instruction related targets, the department head is directed to ensure that targets in research, extension and production (if applicable) should be attained by the faculty concerned as it will mean that the overall target also of the department could be attained.
- B. Affecting Administrative Staff in Academic Departments and Research Centers**
1. Generally, staff in academic departments and research centers will have 50% of their time on a "work from home" scheme to limit their exposure to the risk of COVID-19.
 2. For continuity of work being done, the schedule of reporting to office by clerks or secretaries by department with 2 or more staff will be done on a per weekly basis. This means that Staff 1 will be required to report to the office whole week for weeks 1 and 3 and on "work from home" on weeks 2 and 4. Staff 2 shall be required to report on weeks 2 and 4 and work from home on the other two (2) weeks. This weekly reporting is suggested as an improvement of the present skeletal workforce scheme being implemented. During the work of reporting, the staff concern can identify the jobs to be performed at home and prepare the things he/she will be performing at home. While in the office, he/she does the things which can only be done while in the office.
 3. Academic departments with only 1 staff may require the staff to report every other day and to be on "work from home" scheme in the other workdays.
 4. By the nature of their work, utility workers will continue to follow the present set up of reporting to work.



C. Affecting Other Staff in Administrative Units

1. Generally, the number of staff who reports to work simultaneously shall not exceed 50% of the total number of employees.
2. Employees with co-morbidities as certified by the VSU Physicians may be on 100% 'work from home' scheme, subject to the required weekly outputs and actual submission of the acceptable output by the immediate head of office.
3. For the rest of the employees, every head of office is required to submit the weekly schedule of reporting of staff under his/her unit and those who may be allowed for a total "work from home" scheme.
4. Half of the total number of staff shall be required to report whole week during weeks 1 and 3 of the month starting May and on "work from home" scheme for the remaining other weeks. The remaining staff shall report to work in weeks 2 and 4 and on "work from home" for the other weeks of the month. While in office, the staff concerned should set aside those jobs which can be worked at home, accumulate it and submit it as the list of jobs to be done and the expected outputs while he/she will be on "work from home" scheme.
5. The staff on the work from home scheme should produce the expected output which should be submitted the following week for review and acceptance by the head of office concerned, if the output is already acceptable.

D. Hiring of Job Order Workers

1. Hiring of Job Order Workers charged to 2020 released allotments for MOOE and Capital Outlay, except those considered as front-liners during the state of public health emergency, shall be discontinued in accordance with the provisions of DBM National Budget Circular No. 580 dated April 22, 2020 entitled: "Adoption of Economy Measures in the Government Due to the Emergency Health Situation.
2. Departments/office with existing Job order workers charged to the 2020 General Appropriations Act, either under MOOE or Capital Outlay, may file a request for reconsideration explaining why his/her JO needs to be renewed as said JO worker are considered as performing frontline services in this time of health emergency.
3. Job Order workers chargeable to Income Generating Projects shall be renewed only up to the period when income can support their wages.
4. Job Order workers who performs frontline functions specifically those healthcare workers at the VSU Hospital, security guards, lawn maintenance and garbage collectors, electricians/linemen, those assigned at the VSU Market, and other JOs whose services are needed to help prevent the spread of the virus on campus will be renewed since additional funds may be secured to support their continued performance of their critical services during this pandemic.
5. Generally, JOs hired as frontliners during this pandemic shall be required to report for work. This shall be certified by the Head of the Agency.
6. Office-based Job Order Workers who will still be renewed are generally expected to report to work full time to perform their mandated functions. In extreme cases just like programmers, a JO may be allowed to "work from home" but the department/office head needs to propose and justify his proposal for a 50% "work from home" scheme and the other 50% to report to office. The justification should list down the outputs expected from the JO during the two weeks work from home similar to what is required from other employees on a work from home scheme.

III. Daily Time Record of those on 'work from home' scheme



As required by Civil Service rules and regulations, all government employees are required to submit a Daily Time Record to support the payment of their salaries. Because of the pandemic, a 'work from home scheme' is allowed and thus, actual logging in and out using biometrics machine is no longer possible. Thus, to support payment of their salaries and in lieu of no actual entries of attendance, they are required to submit a certification that he/she has delivered the outputs he/she has committed to produce, duly certified correct by the department/office head concerned that said outputs were actually received and the quality are acceptable to him/her. With this certification, the employee may only indicate in his/her Daily Time Record "work from home" on workings days the faculty and staff did not report to office. Said certification shall be submitted to the PRPEO per schedule together with the Daily Time Record.

These guidelines were discussed and approved by the VSU Board of Regents during its 1st Quarter Meeting (via Zoom Conference) on 28 April 2020.

For strict compliance.


EDGARDO E. TULIN
President