



28 August 2020

**MEMORANDUM CIRCULAR NO. 84**  
Series of 2020

**T O: All Concerned**

**R E: Revised POLICIES IN THE GRANT OF WORK FROM HOME ALTERNATIVE WORK ARRANGEMENTS UNDER OP MC NO. 79, S. 2020**

This office has earlier issued Memorandum Circular No. 79, s. 2020 which provided the university's policies in implementing alternative work arrangements in compliance with CSC Memorandum Circular No. 10, series of 2020 (Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic). There are varied interpretations, however, of these guidelines. Such resulted to several requests for work-from-home alternative work arrangements, which may not necessarily be allowed based on the RIATF classification of LGU Baybay in relation to COVID 19 pandemic.

Let it be emphasized that work from home arrangements **as provided by Sec. 3.1, par. a of CSC MC 10, s. 2020 is mandatory ONLY in areas placed under the Enhanced Community Quarantine (ECQ) issued by the President.** However, Sec. 3.1, par. b of same MC 10 states that **"work-from-home (WFH) MAY BE ADOPTED in areas placed under General Community Quarantine (GCQ) where public transportation shall operate at a reduced capacity and physical/social distancing is required in the workplace"**, and is therefore not mandatory.

Although Baybay City is not under ECQ, public transportation services to and from VSU campus is at a reduced capacity. However, the university provided bus services as transportation to its employees and still allowed a work from home arrangement of one day each week for the different clusters of employees. Exceptions to this are front liners and Job Order workers, whose services are indispensable. On the other hand, those with comorbidities are allowed more than one day WFH.

Despite the ONE (1) DAY WFH arrangement provided in MC Circular No. 79, s. 2020 issued by this office, requests were made by several employees to adopt a complete WFH arrangement, invoking Section 3.1, par. c of CSC MC No. 10, s. 2020 regarding **"employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including those who reside with those mentioned above, and are residing in areas placed under GCQ"**.

Thus, there is a need to issue revised policies for the guidance of all concerned.

1. Although LGU Baybay appears to be at low risk for COVID-19 with secure health protocols including border controls being implemented strictly, the work arrangements as earlier provided under OP MC No. 79 shall continue to be granted to clusters as provided below:

- a. Faculty without administrative designations shall adopt the 4-day work week and one (1) day WFH arrangement.
  - b. Faculty with administrative designations may choose to report to work five days/week or a combination of a 4-day report to work and 1-day WFH arrangement.
  - c. Regular and casual workers serving as health workers, security guards, drivers, laborers, PPO office workers, etc. are required to report to work from Monday to Friday **or during their scheduled shifts or staggered work hours** since they **are considered frontline workers**.
  - d. Other regular and casual administrative staff may **continue to** report to work four days/week plus 1-day WFH **OR full five days/week** work arrangements.
  - e. Regular administrative staff who serve as Head of Office may opt to report to work **five days/week** or a combination of 4 days report to work and one day WFH arrangement. However, he/she shall ensure timely action on official documents and assignments while on WFH.
  - f. Job-Order (JO) workers, Research Assistants, and other contractual workers should report to work 100% of time based on their contract of service.
2. The provisions of previous MC's regarding work from home arrangement shall strictly be enforced. These include:
    - a. Employees on WFH should submit:
      - i. Approved planned output/list of tasks before starting WFH
      - ii. Certified accomplishment report every month
    - b. The tasks assigned should be commensurate with the length of time that the employee is on WFH
    - c. Employees should really be working on the task at home, and not somewhere else, or doing something else
    - d. Employees should assure that they can be reached any time
  3. **Faculty and administrative staff, at any age, who have unstable comorbidities, immune-deficiency, pregnant women and other employees with health risks as certified by the VSU Medical Officers may be allowed additional or a complete work from home alternative arrangement, subject to the provision of Sec. 3.1, Par. d of MC No. 10, s. of 2020 (re TASKS which are allowable to be done under work from home scheme); and par. 4 of OP MC No. 79, which prescribes conditions, policies, responsibilities, accountabilities, and obligations of both the employee and the supervisor regarding the implementation of a work from home arrangement.** This means that any violation committed by employees while on work from home and the supervisor's command responsibility shall be dealt with appropriately by this office.
  4. Special requests from employees who are still in areas under MECQ or those in towns and cities in Region 8 with local or community transmission shall be reviewed on a case to case

basis and decided based on the recommendation of the VSU Chief of Hospital, subject to Section 13 Par. 3, OP Memorandum Circular No. 83, s. 2020.

Effective September 1, the monthly schedule of the work from home of qualified employees in every office/department/center should be submitted at the beginning of the month to the Office of Recruitment, Selection, and Placement Office (RSPO, formerly PRPEO). Employees who may qualify for additional or complete WFH as provided for in par. 2 above should submit a certification issued by the VSU Medical Officer to support their WFH schedule to be submitted by the office/department/center concerned.

These revised policies on Alternative Work Arrangements shall remain in force and in effect starting September 1 until further announcements will be made by this office or until the State of National Emergency has been lifted by the President of the Philippines.

For the guidance and compliance of all concerned.

  
**EDGARDO E. TULIN**  
President