



3 August 2020

MEMORANDUM CIRCULAR NO. 79
Series of 2020

T O: All Concerned

R E: Implementation of Alternative Work Arrangements in the University Under the New Normal in accordance to CSC Memorandum Circular No. 10 s. 2020

The Civil Service Commission issued Memorandum Circular No. 10, series of 2020 prescribing the 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. In consonance to this policy, the VSU Administration hereby issues the internal rules and regulations governing the alternative work arrangements that shall be adopted and implemented in the university:

1. The university shall continue to adopt any or a combination of the following alternative work arrangements but shall strictly comply and abide the CSC definition of these work arrangements, as quoted below:

“Work-from-Home (WFH) - refers to an **output-oriented work arrangement** that authorizes the worker to produce outputs/results and accomplishments outside of the office.”

“Skeleton (Skeletal) Workforce - refers to a work arrangement where a **minimum number of employees is required to man the office** to render service when full staffing is not possible.”

“Four-day (Compressed) Workweek - refers to a work arrangement whereby the employees’ workweek is compressed to **four (4) days each week.**”

“Staggered Working Hours - refers to a work arrangement applicable to **offices/agencies that observe work shifting or flexible working time.** For this purpose, staggered working hours refers to the existing 24/7 shifting schedule and the flexible working time schedule. This applies only to our employees shifting schedule such as the staff of the VSU Health Services, Security and Electrical Services personnel.”

“Other Alternative Work Arrangements - refer to work arrangements consisting of a combination of the above enumerated work arrangements or other work arrangements appropriate/applicable to the agency subject to the prevailing community quarantine in the area where the agency is located and the nature of work/job performed by the employee/s.”

2. To implement the alternative work arrangements for VSU employees taking into consideration the parameters enunciated by the CSC, the clustering of employees as provided in OP Memorandum Circular No 59 s. 2020 shall continue to be followed with some revisions, to wit:

- a. Faculty (Regular/Substitute/Part-time) without administrative designations.
In order to focus on the finalization and reproduction of learning modules and for the conduct of online classes where strong internet is readily accessible in the offices, faculty members shall physically report to work **effective immediately**. They shall adopt the 4 day work-week and 1-day WFH work arrangement.
 - b. Faculty with administrative designations.
Faculty member may choose to report to work 5 days each week or combination of 4 days report to work and 1 day WFH work arrangements. They shall ensure to act on office documents that needs his/her signature while on WFH.
 - c. Regular and casual workers who are health workers, security guards, drivers, laborers, GSD workers, etc.
They are required to report to work from Monday to Friday or during their scheduled shifts or staggered work hours since they are considered as frontline workers.
 - d. Other regular and casual administrative staff.
Administrative staff may opt to adopt either 5 days/week or combination of 4 days report to work and 1 day WFH or 4-day compressed work-week work arrangements by working ten hours per day, subject to agreement between the staff and his/her department/office head.

Department/office heads are directed to coordinate with their staff for suitable work arrangements depending on the nature of work and should prioritize work assignments related but not limited to preparation of classrooms, equipment and facilities, clerical work, etc.
 - e. Regular administrative staff who are Head of Office.
Administrative staff may opt to report to work 5 days/week or combination of 4 days report to work and 1 day WFH work arrangements. They shall ensure to act on office documents that needs his/her signature while on WFH.
 - f. Job-Order (JO) workers, Research Assistants and other contractual workers.
JO workers shall report to work 100% based on their contract of service.
3. All faculty and administrative staff who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, shall be under **WFH arrangement, except when their services are indispensable under the circumstances or when office work is permitted**. They should coordinate with the University Health Services or their City/Rural Health Office for the issuance of a health certification **to be officially on WFH scheme**. Senior citizen employees with comorbidities and pregnant women who wish to report to work should execute a waiver from the University Legal Officer indicating that the university shall not be held liable should any untoward events related to their comorbidities occur to them while performing their duties. Furthermore, the **internal guidelines to implement WFH scheme in Section 4, pars. a to g below should be strictly followed and complied with by all concerned**.
 4. Faculty and administrative staff on WFH work arrangement (whether only for one day or whole week) shall strictly follow the CSC policy and definition of the WFH alternative work arrangements which refers to **“an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the**

office". To facilitate the implementation of the WFH work arrangement, the following should be strictly followed and complied by all concerned:

- a. It shall be the joint responsibility and accountability of both the supervisor and the employee concerned that the given tasks to be performed and the expected outputs of the employee during the WFH shall be equivalent to the full extent possible in terms of man-hours per day or man-days per work week. Specifically, assigned tasks and output expected for one day should be equivalent to a one day work of the employee concerned.
 - b. VSU employees under WFH shall make themselves available during the work hours that they are at home.
 - c. The employee under WFH must have access to the following:
 - the right equipment needed to perform his/her assigned tasks, otherwise, he/she has to report to the office to perform his/her assigned tasks
 - a designated a work space for his/her sole use while on WFH work to include a working table and chair during the prescribed work hours
 - a dedicated telephone (mobile or landline) number where the employee can be immediately contacted or for the employee concerned to use when he/she needs to contact co-employee or supervisors/superiors and other university officials in relation to his/her work
 - an available internet connection or an internet café nearby where the employee can send and receive emails needed for his work
 - When required to attend virtual meetings or conferences, the employee should use the strong office internet connectivity even during those days he/she is on WFH except when he/she can avail of strong internet connectivity at home.
 - Sign a **Pledge of Confidentiality** to protect the confidentiality of records and information that he/she is working on.
 - d. The required Accomplishment Report Form (FM-VSU-13) should be properly filled up **daily** by the employee on WFH detailing the tasks performed for that day and what has been accomplished and be submitted to the supervisor weekly for monitoring purposes. However, a whole month report of accomplishments incorporating the tasks and detailed daily accomplishments should be the submitted to ODHRM (formerly PRPEO) to support the Daily Time Record on days while the employee is on WFH work arrangement.
 - e. VSU employees are reminded that they should actually **WORK at home while on WFH scheme** and likewise should avoid committing violations as this will be dealt with accordingly by this office, i.e. moonlighting.
 - f. VSU employees on WFH scheme who wish **NOT TO WORK** for a particularly working day as he/she has personal matters to attend to should file a leave of absence for that particular date.
 - g. It shall be the responsibility of the head of office/supervisor to ensure that these policies on WFH work arrangement shall be strictly followed by the employee concerned.
5. VSU employees shall continue to be afforded with the following adequate support mechanisms:
- a. Provision of appropriate personal protective equipment (PPE) to frontline service providers;
 - b. Reduced working hours, as authorized by the President and the University Administrative Council;
 - c. Continued provision of transportation services to VSU employees residing in Baybay City and Albura, Leyte;

- d. Conduct of health/psychosocial interventions by the University Health Services and available Guidance Counselors, if any;
- e. Strict implementation of health standards protocol at all times by taking of body temperature, handwashing and presence of sanitation stations during entry at the university of non-campus residents and external guests with approved appointment;
- f. Protection of employees by implementing a non-face-to-face transaction by various offices/units to outside/external clients except with prior approved appointment and compliance with LGU health requirements such as negative rapid test result, health certificate issued that the guest is not a PUM or PUI and strict mandatory health protocols upon arrival at the Guard Post;
- g. Temporary suspension of use of fingerprint biometric system for work attendance to avoid possible transmission of COVID-19;
- h. Distribution of free fresh vegetables as immunoboosters from the VSU's Project "Intensifying Vegetable Production to Mitigate Crisis Brought by COVID-19"

This internal guideline on Alternative Work Arrangements shall remain in force and effect 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