



24 March 2020

MEMORANDUM NO. 65

Series of 2020

T O: All College Deans, Center Directors, Department/Unit Heads

**R E: Submission of Reporting Schedule of Skeletal Workforce and
Planned Outputs from March 23, 2020 to April 17, 2020**

You are hereby directed to submit to this Office your skeletal workforce and planned outputs of your office/unit from March 23, 2020 to April 17, 2020 on or before Thursday, 26 March 2020.

Attached is the prescribed format for uniformity and tracking procedures. Kindly send also the word file to op@vsu.edu.ph.

For immediate compliance.


EDGARDO E. TULIN
President



VISAYAS

STATE UNIVERSITY

Office Letterhead

Planned Outputs*

Week	Name of Faculty/Staff	Planned Outputs	Remarks
Mar. 23 – 27, 2020	1. Office/Unit Head	• Supervises operation of the unit	
	2. Faculty 1	• Draft 1 course syllabus	Eg. Work at home
	3. Staff 1	• Receive, records, process, release documents (March 23-24)	Eg. Part of skeletal workforce
	4. Staff 2	• Receive, records, process, release documents (March 25-26)	
Mar. 30 - April 3, 2020			
April 6-8, 2020			
April 13-17, 2020			

*Applicable to faculty (regular, part-timers) and administrative staff (regular, casual, JO) on skeletal workforce or work-at-home.

Remarks: please indicate whether part of skeletal workforce or Work at home.

Submitted by:

OFFICE/UNIT HEAD

Noted:

Approved:

EDGARDO E. TULIN
President

DEAN/DIRECTORS