

### Office of the President

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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

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.



# Reporting Schedule of Skeletal Workforce

March 23-27, 2020 Mai	П П	П	П П	F Mar	March 30-April 3, 2020 / F M T W TH F M / / / / / / / / / / / / / / / / / /	March 30-April 3, 2020 / F M T W TH F M / / / / / / / / / / / / / / / / / /	March 30-April 3, 2020  F M T W TH F	March 30-April 3, 2020 April 6-10, 2020  F M T W TH F M T W TH F  / / / / / / / / / / / / / / / / / /	March 30-April 3, 2020 April 6-10, 2020  F M T W TH F M T W TH F M  / / / / / / / / / / / / / / / / / /	March 30-April 3, 2020 April 6-10, 2020  F M T W TH F M T W TH F M  / / / / / / / / / / / / / / / / / /	March 30-April 3, 2020 April 6-10, 2020  F M T W TH F M T W TH F  / / / / / / / / / / / / / / / / / /
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Staff under home/self-quarantine/vulnerable person:

- Staff 4 PWD
   Staff 5 Diabetic etc.
   Staff 6 Senior Citizen

Submitted by:

OFFICE/UNIT HEAD

Noted:

**DEAN/DIRECTORS** 

Approved:

President EDGARDO E. TULIN

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## Office Letterhead

### Planned Outputs\*

Week	Name of Faculty/Staff		Planned Outputs	Remarks
Mar. 23 – 27,	<ol> <li>Office/Unit Head</li> </ol>	•	Supervises operation of the unit	
2020	2. Faculty 1	•	Draft 1 course syllabus	Eg. Work at home
	3. Staff 1	•	ess, release documents (March	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				

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

Submitted by:

OFFICE/UNIT HEAD

Noted:

**EDGARDO E. TULIN** 

Approved:

President

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