



13 October 2021

MEMORANDUM CIRCULAR NO. 109
Series of 2021

T O: All VSU Employees in the Main Campus

R E: Update on OP MC # 101, s. 2021


It has been noted that there is already a decrease in COVID-19 cases in Baybay City and Region 8 in general. In fact from the highest active case of 80 plus from the previous month in Baybay City, is down to 19 as of October 13, 2021. Furthermore, no new case was reported in the University. The decline might be probably due to the active vaccination program of LGU Baybay and the peoples' awareness of the prevention of COVID-19 transmission.

With this development, in the remaining two weeks of October, the alternative work arrangement for all regular VSU employees except the utilitymen will be on a weekly basis (1st batch – Oct 18-22, 2021; 2nd batch – Oct 25-29, 2021). However, all the job order (JO) employees and utilitymen (including the regular) should report daily starting on Monday, October 18, 2021. All Office Heads are requested to submit the working schedule of their personnel not later than Monday, October 18, 2021 to OP.

It is strongly reminded that observance of minimum health protocols such as wearing of face masks and keeping social distance should be strictly implemented. Please continue with the office disinfection activities and limit entry of other office personnel into your office. The shuttle service for employees is still in effect.

The provisions of CSC MC 18, 2020 which mandates all agencies to implement alternative Work Arrangements during the period of the health pandemic as declared by the President is still in effect to protect the employees, its dependents, and as the agency's way of helping the government prevent the spread of the virus and finally, end this health pandemic. Also, OP MC 108 series of 2020 shall continue to be used in determining points of targeted and actual delivered outputs.

For the guidance and compliance of all concerned.


EDGARDO E. TULIN
President