



18 May 2020

MEMORANDUM CIRCULAR NO. 59
Series of 2020

T O: All VSU Employees

**R E: New Work Schedule in Relation to General Community Quarantine
Effective May 18 to May 29, 2020**

To better address the capacity and needs of the faculty and staff in complying the requirements during the general community quarantine as stated in previous memoranda, such as but not limited to the preparation of distance education- ready instructional materials, virtual classrooms, and the work-at-home scheme, the following new work schedules based on six clusters of VSU employees shall be adopted starting May 18 to May 29, 2020, accordingly, as approved during the special UADCO meeting held on Friday, 15 May 2020 and pursuant to CSC MC 10 s. 2020 (Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms During the Period of State of National Emergency Due to Covid-19 Pandemic) and per OP Memo Circular 55. s. 2020:

Clustering of VSU Employees for Alternative Work Arrangements:

1) Faculty without administrative designations

- Faculty members and teaching staff from within Baybay City may report to work as they choose, however, those faculty members who reside outside Baybay City should a) secure first health certification from VSU-UHS and b) reside within Baybay City during the period. If all members of the academic unit decide to report back to office, department heads should ensure that no more than 50% of the total workforce should report on that day. Moreover, stringent social distancing and preventive measures should always be practiced.

2) Faculty with administrative designations

- Faculty members with administrative designations may choose to report to office daily or during MWF only and work-at-home on TTh. For those who have comorbidities, please refer to additional guidelines below.

3) Regular and casual workers (who are health workers, security guards, drives, laborers, GSD workers, etc.)

- All are required to report to work from Monday to Friday

4) Other regular and casual administrative staff



- Regular and casual administrative staff may opt to report to work either 4 days/week plus 1-day work-from-home OR full 5 days/week. Department heads are directed to coordinate with their staff for suitable work arrangements depending on the nature of their work. Unit heads should prioritize work assignments related but not limited to preparation of classrooms for the resumption of classes in the 1st semester, functionalities and maintenance of instructional equipment and facilities, and graduation requirements.

5) Regular administrative staff with designation

- Regular administrative staff with designations may opt to report to office during MWF only and work-from-home on TTh.

6) JO workers, Research assistants, and other contractuels

- All JO workers, research assistants and other contractuels should report to work 100% based on their contract of service.

All faculty and staff who are senior citizens and/or have comorbid conditions should coordinate with the University Health Services or their City/Rural Health Office for the issuance of a health certification. Senior citizen employees with comorbidities who wish to report to work should execute a waiver from the University Legal Office saying that the University shall not be held liable should any untoward events related to their comorbidities occur to them while performing their duties. Finally, everyone is directed to cooperate and follow general guidelines and health precautions such as frequent handwashing, disinfection, and wearing of face mask at all times.

For the guidance of all concerned.


EDGARDO E. TULIN
President