



7 May 2020

MEMORANDUM CIRCULAR NO. 55

Series of 2020

- T O: VPs, Directors, Center Directors, Deans and Heads of Departments/Offices/Units**
- R E: Addendum on OP Memo Circular No. 47 s. 2020 affecting administrative staff (regular, casual and job order status)**

This directive is issued to provide the following additional guidelines on the "New Normal" of operation of offices which are affecting administrative staff (regular, casual and job order status) for implementation so as not to prejudice the delivery of public service in the university during the General Community Quarantine period.

I. Affecting the regular and casual administrative staff

1. To ensure physical distancing requirements of those who will be reporting to administrative units/offices, a combination of skeleton and work-from-home scheme as alternative work arrangements shall be practiced, either of the following schedules:
 - Every other week – 1st and 3rd/ 2nd and 4th week
 - Three-day workweek and 2 days work-from-home arrangement

Attachment A provides sample list of work which can be done by a department/office clerk/secretary while on work-at-home

2. An academic department with only one (1) clerk, the staff will report every other day and to be on "work-from-home" scheme in the other work days.
3. By the nature of their work, all healthcare workers, security guards, utility workers, drivers, electricians, welders, carpenters, mason, plumbers, farm workers, laborers and other employees rendering utility and maintenance services will report to work on weekdays and/or during duty shifts.
4. Employees with immunodeficiency or comorbidities and those pregnant women should get a medical certificate from VSU Hospital or from their Attending Physician and duly recommended by the VSU Physician in order for her/him to be able to be on 100% "work from-home" arrangement, subject to the required weekly targeted outputs and submission of the actual outputs and acceptable to the immediate Head of Office. They are, however, required to remain in their residences at all times, except when indispensable under the circumstances for obtaining essential goods and health services.



II. Affecting the Job Order (JO) workers

The following JO workers shall report to work **100%** based on their contract of service:

1. Project-based research assistants/aides and laborers
2. JO workers in IGP/STF units such as Hostel, Guest House, Apartelle, Seafront Suites and Garden Resort. They will be given new assignments to be coordinated by VP for Planning and Resource Generation VP for Administration and Finance, VP for Planning and Resource Generation and their respective heads
3. JO workers serving as healthcare workers, watchmen, utilityworkers, drivers, electricians, welders, carpenters, plumbers, farm workers, laborers and other workers who renders maintenance and utility services
4. JO clerks. However, they can work on combination of skeleton and work-from-home scheme but the department/office head needs to list down the outputs expected during his/her "work-from-home" similar to what is required from regular and casual employees on a "work-from-home" scheme.

Other important preventive measures against COVID-19:

1. Upon arrival in the university, employees coming from areas/localities **with no** COVID-19 case shall proceed to the University Hospital for mandatory clinical assessment and is required to present a medical certificate issued by their respective City Health Officer (CHO)/Municipal Health Officer (MHO)/Barangay Captain indicating that he/she is not a PUM/PUI nor having manifestations relating to COVID-19.
2. Upon arrival in the university, employees coming from areas/localities **with** COVID-19 cases shall proceed to the University Hospital for mandatory clinical assessment and is required to present a medical certificate issued by their respective City Health Officer/Municipal Health Officer/Barangay Captain indicating that he/she is not a PUM/PUI nor having manifestations relating to COVID-19 to the University Hospital. **They are also required to undergo a 14-day quarantine in LGU-identified quarantine facility.** After completing this required period, a medical certificate will be issued by the CHO. Any person showing signs and symptoms referable to COVID-19 will be referred to CHO or to the DOH RESU.

For your guidance and compliance.


EDGARDO E. TULIN
President

Attachment A.

LIST OF POSSIBLE WORK TO BE DONE WHILE ON WORK-FROM-HOME (even if the staff has no computer at home)

For Receiving Clerks and Department/Office Secretaries:

1. Indexing of files and/or preparation of table of contents per file folder
 - Files their documents while in the office
 - They can bring at file folders after signing a borrower's card from the office and bring said file folder at home to be use during his work from home
 - Does indexing of these files to be used as easy reference in the retrieval of files
 - Prepares also table of contents of all the files

Example: File folder of minutes of meetings. This needs to be indexed for ease and faster reference

2. Conducts audit of the things to be done as mandated in his/her functions and/or in his IPCR and what has not been done yet due to lack of time while in the office and prepares this unaccomplished work/target during work at home
Example: Expected to prepare the PPMP but has not been done it due to material time in the office
3. Identifies forms and templates which you feel causes some problem or which could have been revised for improved effectiveness. By all means, write or prepare a suggested revised version of office forms
4. Conducts inventory of office supplies and prepares stock cards of these supplies to record receipt of additional inventory and release for use by faculty and staff in the office
5. In this case, the employee should bring with him blank index cards plus the inventory list of available inventory of supplies
6. Secures from Property Office an Inventory List of AREs signed by all faculty and staff in the office. Review the list of AREs/MRs of faculty/staff and try to identify who is actually using the equipment concerned and submit it as basis in requesting the Property Office in transferring AREs to the real person actually using and accountable of said equipment