



20 January 2022

MEMORANDUM CIRCULAR NO. 10
Series of 2022

T O: All VSU Constituents across VSU System

R E: Alternative Work Arrangements for VSU faculty and staff to arrest the resurging cases of COVID-19 effective January 24, 2022

The resurging number of positive cases in the region including that of LGU Baybay and the neighboring LGU's continues to rise. According to DOH 8, COVID-19 tests in Eastern Visayas showed a 45% positivity rate on Tuesday, January 11, the highest percentage since the start of the pandemic. This scenario is already alarming to the University especially that a number of VSU employees and their families tested positive recently. With this, it is necessary to institute a more sustainable measure to starve the virus with a host thus, help the LGU and the University prevent and contain its spread inside the campus, in the City of Baybay and Region 8 in general by implementing alternative work arrangement.

The Alternative Work Arrangements shall be implemented by grouping all employees in all units into two (2) groups per office/unit, as follows:

- a. 1st group – to physically report to office for 1 straight week
- b. 2nd group – to work from home for 1 straight week

The 1st and 2nd group will take turns in reporting physically to office and on work-from-home scheme. The cycle goes on until this alternative work arrangement is lifted and or revised. It shall be the responsibility of the department head to divide the office personnel into groups. Units with only one administrative staff may be required to report continuously unless an alternative arrangement will be made by the department head. USHER is mandated to randomly check offices to ensure compliance of the approved reporting schedule. Only those employees who are scheduled to report must be in the office. This provision applies across all offices in the VSU system.

This proposed alternative work arrangement will give the following benefits:

- a. Only one half of the total workforce shall report simultaneously thereby reducing the number of employees who are possible carriers of the virus.
- b. Due to lesser number of people physically interacting, contract tracing will be easier and the number of primary and secondary contacts will be lesser, thereby, reducing the number of employees to be on home quarantine.
- c. The next one week while on work-from-home shall serve as their quarantine period of seven days (Note: while on work-from-home, the employees should be strictly working at home to ensure that he/she will not have interaction with anybody

except his/her family members.) It shall be the responsibility of the employee to strictly follow this rule, otherwise, employees caught violating the same shall be subjected to disciplinary action by filing an administrative case as provided for in the 2017 RULES on ADMINISTRATIVE CASES by the Civil Service (2017 RACCS).

- d. After the one-week work-from-home scheme, employees with symptoms related to COVID19 must first pass-through USHER for assessment and issuance of clearance before reporting back to office. Department/Unit heads shall require the clearance from USHER before they are allowed to report. A duly signed health declaration form shall also be accomplished. Failure to declare the actual health status as well as travel history shall be a ground for administrative sanctions.
- e. All faculty members, regular and part-time, shall report to office from January 24 to 28, 2022 to finish and submit their grades (except those who have already submitted their grades) and to approve thesis and OJT manuscripts. They will start the one-week alternate work arrangement the week after. Likewise, all academic advisers and faculty members who are involved in the enrolment period shall report on the enrolment week from February 7 to 11, 2022.
- f. VSU shall adopt the CSC MC No. 2 s. 2022 with subject "Amendment to the Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment of COVID-19 (Attachment A). The said CSC issuance provides that absence from work for every instance of the required quarantine period, isolation, and/or treatment for government workers who are "infected or identified as close contacts of a suspect, probable, and/or confirmed cases of COVID-19 while in the performance of their official functions, (onsite or WFH arrangement)" shall be considered as excused absence, **as long as certified by the USHER**. They may be required to adopt a work-from-home arrangement depending on the nature of their work pursuant to the guidelines on alternative work arrangements contained in CSC M.C. No. 18, s. 2020.

The employees of PPO, GSO, OUDRRM, and USHER are excluded in this arrangement due to the nature of their work that requires physical presence on site. Likewise, employees whose nature of work that requires on site performance of work, such as but not limited to animal caretaker, plant care taker, printing and binding services operator, research assistants/aides/laborers who conduct laboratory/field experiments, drivers under the supervision of research centers, J.O. workers, and clerks of offices shall report daily. They should however be strictly reminded to follow health protocol.

In reiteration, the following Additional Guidelines as reflected in par. C of OP MC 108, 2020, shall remain to be strictly implemented and should be complied by all those who are on scheduled seven-day Work-from-Home, to wit:

- a. The entire par. 4 of OP MC No. 79. s. 2020 which prescribes conditions, policies, responsibilities, accountabilities, and obligations of both the employee and the supervisor regarding implementation of a work-from-home work arrangement shall continue to be in full force and effect in addition to the policies as provided herein in this general guideline.
- b. Department/Office Heads should make sure that employees are given tasks to be performed to the full extent possible in terms of man-days per work week. This means that the tasks and outputs for a one-day work-from-home should be

equivalent to the output expected for one regular working day. Evidence of outputs produced or accomplished for the day while he/she is on WFH including online classes held by faculty members, should be sent to department and office heads, if possible, daily through email using official email accounts.

- c. Employees under work-from-home shall make themselves available during the working hours. It shall be the responsibility of the immediate superior to ensure that his/her subordinate on work-from-home are actually working at home and readily serve when needed as if he/she actually reported to work. Any employee who cannot be contacted or who went somewhere instead of working at home should be required to file a leave of absence for that day. It should be reminded that when an employee is on WFH arrangement, he/she is actually working but he/she is just allowed a change of work place which is at home, instead of in the office.
- d. Before recommending a subordinate to be included in the grouping for a work-from-home arrangement, it shall be the duty of the department/office head to ensure that his/her subordinate has the acceptable work space and working condition, free of noise and household chores during office hours for him/her to effectively perform his/her tasks at home. Faculty and staff are therefore required to identify/provide conducive work space at home since this work arrangement may be needed for a longer period under the new normal.
- e. Department/office heads should strictly monitor his/her subordinate on WFH through phone calls and emails. It shall be the responsibility of the department/office head to assess that the evidence of the output produced by his/her subordinate for one day is appropriate for a one-day work. The Accomplishment Report template (FM-VSU-13) which is required to be submitted to support the WFH entry in the Daily Time Record should be filled indicating the detailed outputs delivered per day and duly certified correct and accepted by the Department/office Head.
- f. Employees who are on WFH should regularly update their immediate supervisor on their work assignments. Since they are on official working hours, they should not go somewhere else during that period. Should he/she need to go out of home for personal reason, he/she should file the corresponding leave of absence for that day. However, should he/she need to go out for official business, a travel order should be issued to him bearing approval of the University President in compliance with OP MC No. 56, s. 2020.
- g. To comply with the requirements of CSC MC 18, s. 2020, the List of Outputs and points assigned per allowable output of tasks allowed during work from home as attachment to OP MC No. 108, series of 2020 shall continue to be used in determining points of targeted outputs and actually delivered.

Likewise, concerned individuals/offices are to strictly implement and comply the following:

1. The ODHRM is hereby directed to check the list of outputs submitted if the total points earned from the outputs delivered is commensurate to the number of workdays for the one-week period. The corresponding number of under time should be determined/computed in case of insufficient outputs in terms of points submitted. The

IASO is likewise mandated to conduct random review of submitted DTR with submitted list of outputs to ensure correctness of the computations.

2. The employees and the immediate supervisors are both reminded that the certification to support the Daily Time Record are subject to post-audit. Any misinformation therein is similar to any misrepresentation of entries in the DTR.
3. All Department/Office heads are hereby reminded to strictly monitor the implementation of the minimum health protocol in their workplaces, remind employees to fill up the on-line daily self-checklist for COVID-19 as well as the Department/Office health status coordinators to perform their mandate and closely coordinate with the USHER for appropriate intervention.
4. The VSU vehicle used as a shuttle for employees to and from their residence must be disinfected every after use. Assigned drivers should report to USHER after each trip for disinfection.
5. Large gathering and meetings inside the campus are temporarily suspended. All meetings are encouraged to be held virtually.
6. All other stipulations stated in OP Memo Circular No. 127 series of 2021 dated December 6, 2021 re; Updated Health and Safety Protocol in VSU Pursuant to Executive Order No. 126 are still in effect.
7. OP Memo No. 127 series of 2021 dated August 20, 2021 re; Travel restrictions at this period is still in effect.
8. BAC and ODQA staff are allowed to report on a daily basis provided that they will be staying in the University for the duration of their activities.
9. Adequate ventilation and good air exchange must be maintained by:
 - Use of air conditioning is not allowed. At the moment, the use electric fan is encouraged.
 - Windows/doors must be kept open.

This enhanced policy is in accordance with the provisions of CSC MC 18, 2020 which mandates all agencies to implement Alternative Work Arrangements during the period while 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.

This enhanced Alternative Work Arrangement will take effect on January 24, 2022 until February 18, 2022.

For the guidance and compliance of all concerned.


EDGARDO E. TULIN
President



MC No. 2, s. 2022

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment to the Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment of COVID-19

Pursuant to **CSC Resolution No. 2101122** promulgated on **31 December 2021**, the Commission, in consideration of the predicament of government officials and employees aside from PHWs who are repeatedly exposed to COVID-19 while in the performance of official duties and due to community transmission, adopts the following Amendment to the Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment of COVID-19 provided under CSC Resolution No. 2000522:

1.0 Purpose

These revised guidelines provide for the procedure of availment of leave privileges for absences incurred in relation to the required period of quarantine, **isolation** and/or treatment of public sector officials and employees relative to the COVID-19.

Moreover, said guidelines seek to contribute to ensuring that precautionary measures are adopted in government agencies to avoid the spread of the said virus in the public sector workplace.

Further, since the requirement to go on quarantine, **isolation and/or treatment** are vital health protocols imposed by the IATF-EID for the containment of the virus, and with the government's relaxation of quarantine measures in the majority areas of the country, more government officials and employees became more exposed to COVID-19 due to face-to-face interaction with clients and co-workers **and community transmission**.

Bawat Kawani, Lingkod Bayani

For equity and fairness, it is imperative that the required quarantine, **isolation**, and/or treatment due to repeated exposure to the COVID-19 of government officials and employees aside from PHWs shall be deemed excused absences.

2.0 Scope and Coverage

These guidelines shall apply to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term) including local elective officials.

3.0 Guidelines

- 3.1 It is the responsibility of each government official/employee or any individual serving the public sector to ensure adherence to Inter-Agency Task Force in the Management of Emerging Infectious Diseases (IATF-EID) and/or Department of Health (DOH) guidelines, observance of the Minimum Public Health Standards (MPHS) at all times, and utilization of the necessary measures to prevent the spread of the COVID-19 infection in the public sector workplace.
- 3.2 All officials and employees in the public sector who came from official or personal travel from countries with or without localized COVID-19 transmissions shall undergo the **required quarantine¹**, **subject to the prevailing IATF-EID and/or DOH guidelines.**
- 3.3 All officials and employees in the public sector who came from official or personal local travel who were categorized as **suspect²**, **probable and confirmed cases of COVID-19 shall be isolated³ in the proper facility depending on the severity of their symptoms, subject to IATF-EID and/or DOH guidelines.**

¹ **Quarantine** -refers to the separation and movement restrictions of people who were exposed to a contagious disease to see if they become sick. Hence, quarantine intends to keep individuals under observation to see if they will develop COVID-19 signs or symptoms or if they will test positive for COVID-19.

² **Suspect Case** – refers to any of the following:

a. A person who meets the clinical AND epidemiologic criteria:

Clinical criteria:

1. Acute onset of fever AND cough OR;
2. Acute onset of ANY THREE OR MORE of the following signs or symptoms: fever, cough, general weakness/fatigue, headache, myalgia, sore throat, coryza, dyspnea, anorexia/nausea/vomiting, diarrhea, altered mental status;

Epidemiological criteria:

1. Residing or working in an area with high risk of transmission of the virus: for example, closed residential settings and humanitarian settings, such as camp and camp-like settings for displaced persons, any time within the 14 days prior to symptom onset; OR
2. Residing in or travel to an area with community transmission anytime within the 14 days prior to symptom onset; OR
3. Working in a health setting, including within health facilities and within households, anytime within the 14 days prior to symptom onset.

b. A patient with severe acute respiratory illness (SARI: acute respiratory infection with history of fever or measured fever of > 38 C; and cough; with onset within the last 10 days and who requires hospitalization).

³ **Isolation** -refers to the separation of sick people with a contagious disease from people who are not sick. Therefore, isolation intends to treat and monitor suspect, probable, and confirmed cases.

3.4 All officials and employees in the public sector who are identified as **close contact⁴** of any of the following shall undergo the required quarantine in their homes, agency-supported accommodation, or designated quarantine facility, **subject to the prevailing IATF-EID and/or DOH guidelines:**

- a. probable case⁵,**
- b. confirmed COVID-19 case⁶, and**
- c. inbound international travelers**

3.5 Absence from work due to the required period of quarantine, **isolation** and/or treatment for the COVID-19, as applicable, shall be treated, as follows:

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
1. Government officials and employees coming from official or personal travel from countries with or without localized COVID-19 transmissions who underwent the required quarantine period, isolation and/or treatment for COVID-19	For those on official travel under categories 1 and 2, absence from work during the required quarantine period* , isolation and/or treatment, for every instance, shall be considered as excused absence ⁷ (required quarantine leave, isolation and/or COVID-19	Submit to agency's HR office/Unit the following: 1. Application for Leave of absence 2. Certificate issued by government/

⁴ **Close Contact** – refers to a person who has experienced any one of the following exposures during the 2 days before and the 14 days after the onset of symptoms of a suspect, probable or confirmed case:

- a. Face-to face contact with a probable or confirmed case within one (1) meter and for more than 15 minutes;
- b. Direct physical contact with a probable or confirmed case;
- c. Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment (PPE) OR
- d. Other situations as indicated by local risk assessments.

⁵ **Probable case** - A patient who meets clinical criteria: 1. Acute onset of fever AND cough OR 2. Acute onset of ANY THREE OR MORE of the following signs or symptoms: fever, cough, general weakness/fatigue, headache, myalgia, sore throat, coryza, dyspnea, anorexia/nausea/vomiting, diarrhea, altered mental status; AND is

- a. a contact of a probable or confirmed case, or epidemiologically linked to a cluster of cases which has had at least one confirmed case identified within that cluster. Epidemiologically linked refers to exposure of a suspect case to a confirmed case which occurred within 2-14 days prior to the suspect case's onset of illness. This is based on current available data on COVID-19 incubation period.
- b. a suspect case (described below) with chest imaging showing findings suggestive of COVID-19 disease
- c. a person with recent onset of anosmia (loss of smell) or ageusia (loss of taste) in the absence of any other identified cause
- d. Death, not otherwise explained, in an adult with respiratory distress preceding death AND who was a contact of a probable or confirmed case or epidemiologically linked to a cluster which has had at least one confirmed case identified within that cluster.

⁶ **Confirmed COVID-19 case** refers to a person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms.

⁷ **"Excused Absence"** as used in this Resolution shall refer to the period when government personnel are not required to report for work (required quarantine and/or treatment, and work suspension), but are entitled to pay, as declared by the President or the appropriate and competent authorities.

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
<p>2. Government officials and employees coming from official or personal local travel from areas under community quarantine who underwent the required quarantine period, isolation and/or treatment for COVID-19</p>	<p>treatment leave) subject to the provisions of 3.7 hereunder.</p> <p>For those on personal travel under categories 1 and 2, absence from work for every instance of the required quarantine period* shall be considered as excused absence (required quarantine leave) subject to the provisions of 3.7 hereunder.</p> <p>However, the period of their isolation and/or treatment shall be considered sick leave chargeable against their leave credits, if any.</p> <p>In case work suspension is declared during the required period of isolation and/or treatment, it shall be considered excused absence and shall be not chargeable against their earned leave credits.</p>	<p>private physician that he/she has submitted himself/ herself for monitoring/ investigation, as applicable, (For close contact²);</p> <p>3. Completion of Quarantine Certificate issued by the local quarantine/ health official;</p> <p>4. Medical Certificate that he/she is cleared to report back to work;</p> <p>and</p> <p>Medical Records showing that he/she was treated of the COVID-19 signed by the attending physician (<i>for those under treatment of COVID-19</i>).</p>
<p>3. Government officials and employees who are infected or identified as close contacts of a suspect, probable and/or confirmed cases of COVID-19 while in the performance of their official functions (onsite or WFH arrangement) and underwent the required quarantine period, isolation and/or treatment for COVID-19</p>	<p>Absence from work for every instance of the required quarantine period*, isolation and/or treatment for COVID-19 shall be considered as excused absence (required quarantine leave, isolation and/or COVID-19 treatment leave) subject to the provisions of 3.7 hereunder.</p>	<p>5. Copy of RT-PCR test result. (For those under Category 3)</p>

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
<p>4. Government officials and employees who are infected or identified as close contacts of a suspect, probable and/or confirmed cases of COVID-19 due to personal activities and underwent the required quarantine period, isolation and/or treatment for COVID-19</p>	<p>Absence from work for every instance of the required quarantine period* shall be considered as excused absence (required quarantine leave) <i>subject to the provisions of 3.7 hereunder.</i></p> <p>However, the period of their isolation and/or treatment shall be considered sick leave chargeable against their leave credits, if any.</p> <p>For personal activities in violation of IATF-EID protocols, absence from work for the required quarantine period*, isolation and/or treatment of COVID-19, shall be considered as sick leave chargeable against their leave credits, if any.</p> <p>In case work suspension is declared during the required period of quarantine, isolation and/or treatment (<i>as indicated in 2nd and 3rd paragraphs hereof</i>), it shall be considered excused absence and shall be not chargeable against their earned leave credits.</p>	<p>6. Copy of Vaccination Card (For those fully vaccinated)</p> <p>7. Copy of Barangay Contact Tracing form for those under Category 4, who are identified as close contacts with a suspect, probable and/or confirmed cases of COVID-19.</p>

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
5. Government officials and employees, on personal travel from countries WITHOUT APPROVED TRAVEL AUTHORITY BEFORE OR AFTER the declaration of THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 threat, who underwent the required period of quarantine, isolation and/or treatment for COVID-19	<p>Absence from work during the required quarantine period*, isolation and/or treatment for COVID-19 shall be considered as sick leave and shall be deducted from their earned sick leave credits, if any.</p> <p>However, in case work suspension is declared during the required period of quarantine, isolation and/or treatment, it shall be considered excused absence and shall not be chargeable against their leave credits without prejudice to administrative sanctions as determined by their respective agency/office head.</p>	

*** Subject to prevailing IATF-EID and/or DOH guidelines**

- 3.6** In the event of circumstances abovementioned wherein the employee has exhausted his/her sick leave credits, Section 56 of the Omnibus Rules on Leave shall apply allowing the use of vacation leave credits in lieu of sick leave credits. In case the vacation leave credits have been exhausted, the employee may apply for sick leave of absence without pay.
- 3.7** **Government officials and employees who are identified as close contacts of suspect, probable and/or confirmed case of COVID-19 or those asymptomatic and underwent the required quarantine while waiting for the result of the swab test administered upon him/her or completing the required quarantine as prescribed by the IATF-EID and/or DOH may be required to adopt a Work-from-Home arrangement depending on the nature of work of the employee pursuant CSC MC No. 18 s. 2020⁸.**
- 3.8** Government officials and employees under Categories 1, 2, 3 or 4⁹ whose absences should have been considered excused absences under the

⁸ Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic

⁹ Required 14-day quarantine period only

herein guidelines but were deducted against their leave credits prior to the issuance of these guidelines can have the said leave credits restored through their respective agencies' Human Resource/Personnel Office/s/Units.

- 3.9** The **DOH Department Memorandum No. 2020-0512 dated November 26, 2020, and DOH Department Circular No. 2021-0070 dated 16 February 2021** shall apply. Moreover, future instructions/advisories issued by the Office of the President based on the recommendation/s of the IATF-EID on the assessment and management of COVID-19 shall also be subsequently applied. For announcements and public advisories, you may visit the following official DOH channels:

- a. Website: <https://www.doh.gov.ph/2019-nCoV>
- b. Facebook: <https://www.facebook.com/OfficialDOHgov/>
- c. Twitter: <https://twitter.com/DOHgov>

- 3.10** Office heads shall also ensure that efficiency and productivity work standards are met, and that delivery of public service is not prejudiced during the required quarantine and/or treatment of concerned officials and employees.

- 3.11** The following documents may be required in support of absences due to required quarantine period or treatment in relation to COVID-19:

Documents	On Official Business	Personal Travel
Travel Authority (<i>International</i>)	/	/
Office Order (<i>International/Local</i>)	/	x
Certificate of Appearance (<i>Local</i>)	/	x
Laboratory Test Results	/	/
Waiver	x	/
Other Travel Documents	/	/

4.0 Responsibilities of the Agency Head

The agency head through the Human Resource Management Office/Officer shall monitor the implementation of the use of leave credits for absences due to quarantine, **isolation** and/or treatment relative to COVID-19 based on herein guidelines.

5.0 Repealing Clause

All other existing guidelines which are inconsistent herewith are deemed modified accordingly.

6.0 Effectivity

The guidelines under CSC Resolution No. 2101122 dated December 31, 2021 shall take effect retroactively on March 16, 2020, the start of the Enhanced Community Quarantine in Luzon, and shall remain in force until the State of Public Health Emergency and the Community Quarantine has been lifted by the Office of the President.



ALICIA dela ROSA - BALA
Chairperson

18 January 2022