



5 July 2021

**MEMORANDUM CIRCULAR NO. 70**  
Series of 2021

**T O: All VSU Constituents**  
**R E: Reiteration of VSU COVID-19 Protocols**

With the high rising cases and prevalent spread of COVID-19 in the City of Baybay and ongoing contact tracing efforts to mitigate and contain the spread of this disease in the University, everyone is encouraged to continue practicing the established and updated proactive measures against COVID-19, to wit:

- **Entry and exit to/from VSU campus:**

1. Only VSU employees and VSU residents, including house helpers are allowed to enter the campus.
2. VSU employees from component colleges must be allowed entry upon presentation of approved Travel Order (TO) signed by the University President.
3. External clients/guests shall be allowed entry only upon presentation of approved appointment from the office concerned, BC Pass, and health certificate issued by their Health Officer of Local Chief Executive stating that such person is not a COVID-19 suspect, probable, or confirmed case, or Person under Monitoring (PUM) or Person under Investigation (PUI).
4. All persons requesting entry to the University are mandated to present an ID, BC Pass, and undergo thermal scanning.
5. Non-essential travels outside the City of Baybay are highly discouraged.

- **Employees involved in Contact Tracing**


1. Employees identified by the Contact Tracing Team as close or secondary contact with confirmed or suspected COVID-19 patient/s must strictly comply with quarantine protocols and shall not be seen roaming outside his/her residence until clearance from the USHER is given. Non-compliance will be subjected to disciplinary action.
2. Employees who identified themselves as close or secondary contact with confirmed or suspected COVID-19 patient/s must inform and coordinate USHER immediately. Upon verification and advised by USHER, the employee/s will strictly comply with quarantine protocols.
3. Heads of centers/ department/ office/units concerned must assign tasks for his/her staff to avail the Work-from-Home (WFH) scheme while on quarantine.
4. Employees who fail to immediately inform and cooperate with USHER will not be given Medical Certificate thus will not be eligible for the WFH compensation.

5. Only employees with work-related COVID-19 exposures are eligible for a work-from-home arrangement as stipulated in UADCO Resolution No. 06 series of 2021 dated 22 February 2021

- **Newly hired VSU employees**

1. Newly hired employees including Job Order workers, must call and inform USHER prior to their assumption to office. USHER shall then set an appointment with the employee/s and issue a Medical Certificate stating that he/she is fit to work upon travel history assessment and physical examination.
  2. Failure to present Medical Certificate from USHER will lead to pending approval of the contract of service.
- VSU Market stalls are allowed to operate with strict implementation on wearing facemasks, social distancing, temperature thermal scanning upon entry, and other minimum health standards. Cafeteria operation is permitted on a take-out or order basis only. Dine-in in the cafeteria is strictly prohibited.
  - All other measures stipulated in OP Memorandum Circular No. 77 series of 2020 shall remain in effect and strictly imposed unless sooner revoked or amended.

For the guidance and strict compliance of all concerned.

  
**EDGARDO E. TULIN**  
President