



24 March 2021

MEMORANDUM CIRCULAR NO. 33
Series of 2021

T O: VSU Constituents

R E: Updated University Health and Safety Protocols against COVID-19

In view of the developments arising in relation to our fight against COVID-19 pandemic, everyone is directed to adhere to the updated health and safety protocols in consonance with Local Executive Order No. 100 of the City of Baybay, to wit:

Section 1. Curfew in the University

The University strictly imposed the 10:00PM-5:00AM curfew. In addition, students those 18 years old below and senior citizens who are 65 years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women are prohibited from leaving their homes and or enter the University premises, except to engage in physical exercises and attending Holy Mass only from 5:00AM-9:00AM and 4:00 PM- 7:00PM, for seeking medical attention, and buying essential goods and medicines.

Section 2. Strict Implementation of Social Distancing, Wearing of Facemasks, Handwashing and other Protocols

Everyone is advised to observe the strict implementation of social distancing and wearing of facemasks and face shields at all times while inside building premises and in enclosed area and the use of face mask in all public places/area inside the University. Handwashing, as well as thermal scanning in the University's entrance points, must also be strictly followed.

Section 3. Entry to University Premises

Only VSU employees and house helpers of VSU residents will be given access inside the University. Non-employees and all other visitors are not allowed to enter the campus at this time unless they are on an official business subject to undergo external clients/guests protocol (Section 8).

Section 3a. Documents Needed Prior to Entry

Without prejudice to the procedures, all persons entering the campus shall present the following documents:

VSU-Main Campus Employees:

All VSU employees, including family members and their household helpers, shall be required to present an ID before they are granted access inside the campus.

VSU Employees from Component Colleges:

Approved Travel Order/Request signed by the University President
VSU issued ID

House helpers of VSU residents reporting to their employers on a daily basis:

VSU issued ID

Section 4. Entry of Private Vehicles and Motorcycles Owned by VSU Employees inside the Campus

Private vehicles owned by VSU employees who are not residing in the campus are allowed entry in the University. In cases where the driver is not a member of the VSU workforce, such a person can still be given access for the sole purpose of conducting and fetching VSU employees to and from his/her workplace only. A Gate Pass must be secured from the Office of the President for non-resident VSU employee's vehicle.

Back riding or pillion riding on motorcycles inside the University is allowed for married couples, and common-law husband and wife only provided that they can present either copy of Marriage Certificate, ID bearing the same family name and or Barangay Certification.

All vehicles shall be subjected to disinfecting procedures and inspection by the Guard on duty.

Section 5. Entry of Vehicles Carrying Shipment of Essential Goods and other Supplies for the University

Only trailers, cargo holds, wing vans, and other vehicles carrying shipment of essential goods and supplies intended for the University's use shall be allowed to enter the campus and shall be subjected to mandatory inspection by the guard on duty. The guard on duty shall inspect the content and open the cargo holds of trucks and closed vans.

Prior to entry, the guard on duty should verify from the requesting office(s) for confirmation of the said delivery.

Drivers and helpers of the said vehicles must present valid identification cards and quick response code (QR) issued by the City IATF. Those coming from places outside the island of Leyte shall be required to present a negative "RT-PCR" test result issued within 72 hours from entry into the University. Personnel may be allowed to disembark from the delivery truck but shall not be allowed to enter the premises of the delivery area. Concerned units or the supply office must designate an area for unloading of supplies and equipment and must disinfect the same before storage.

All vehicles shall be subjected to disinfecting procedures and inspection by the guard on duty.

Section 6. VSU Employees Returning to Work

Returning faculty and staff, especially those under the work-from-home scheme since March 2020 must abide with the following protocols upon entering to the University:

Returning employees must call and inform University Services for Health Emergency and Rescue (USHER) prior to their date of return to the University.

USHER contact numbers: 563-9196; 565-0607; 565-0600 local 1047

Requirements needed prior to Return-To-Work:

- Approved work from home work arrangement
- Medical certificate issued by the USHER (fit to return to work)

Returning employees with complete requirements must set an appointment with the USHER. During the appointment schedule, employees must proceed directly to the USHER for issuance of Medical Certificate that he/she is fit to return to work upon travel history assessment and physical examination.

Returning employees must present his/her Medical Certificate issued by the USHER to his/her Department Head prior to the resumption of work. No employee must be allowed to return-to-work; without a Medical Certificate issued by the USHER. Department Heads are requested to report immediately to USHER their faculty and staff who return to work from the WFH arrangement but cannot provide the necessary documents.

Employees residing outside of Baybay City are encouraged to stay/seek temporary residence within the city or within the University for the duration of the modified general community quarantine period to minimize the risk of Covid-19 infection.

Employees coming from outside of Leyte Island must coordinate with Baybay City Health Operation Center (OPCEN) and inform USHER for his/her return and are required of a negative RT-PCR test result.

Section 7. Official Travels

Generally, official travels are not allowed; however, in extraordinary cases, official travels may be granted only upon the approval of the University President. Travel requests shall be approved only when the documents stipulated in OP Memorandum Circular No. 56, Series of 2020 are met. Those Official travel within the Baybay City and is limited to one (1) day travel only need not pass through USHER for evaluation.

Residents of VSU are also encouraged to minimize movement or travel in and out of the University except when buying basic goods or necessities, medicines, and medical consultations to reduce the risk of COVID-19 exposure.

Section 8. External Clients/Guests

Generally, No Face to Face transaction shall be allowed in all offices/departments/centers. Should personal appearance be a must, external clients must secure and abide the following:

- Approved appointment from the office concerned (written, text message or email)
- Compliance with mandatory health protocol such as body temperature checking, handwashing, and travel history assessment by the nurse on duty.
- Clients/Guests coming from cities/municipalities outside of the island of Leyte must present a "negative" Covid-19 RT PCR result conducted within seventy-two (72) hours from entry into the university.

Section 9. Inter-Office Processing of Documents

Logbook and other documents being submitted by the messenger of other units may be dropped at a drop box provided by the units concerned. The receiving clerk then initials the corresponding item in the logbook as proof that the documents have been received. The logbook will be put again in the drop box for pick up by the concerned messenger. Minimum contact must be observed.

Section 10. Use of Accommodation, Venue and Recreational Facilities

Accommodation and venue facilities are still temporarily closed.

Dining in VSU market eateries is allowed provided controls are put in place such as but not limited to placing acrylic or similar dividers and limiting to two (2) persons per table with appropriate seating arrangements (one-seat apart in a diagonal configuration).

Physical exercises like jogging, biking, and walking inside the campus are allowed for VSU employees, and VSU residents only provided that minimum public health standard such as social distancing, wearing of face masks or face shields are observed.

Swimming in the beach is allowed but limited to VSU residents only.

Section 11. Large Gatherings and Meetings

Large gatherings or meetings inside the campus are prohibited and shall only be allowed when urgently necessary. Should there be an important gathering, health protocols such as social distancing and wearing of face masks and face shields must be strictly imposed. An approval from the Office of the President is a must.

Section 12. Component Colleges will adopt this guidelines that is not inconsistent with their local government unit health protocol.

Section 13. Penalty for Violations

Without prejudice to the prosecution for violation of other laws and regulations, VSU employees caught violating the provisions of this and previous memorandum circulars issued by this office shall be held administratively liable. Non-VSU employees caught violating this provisions will be dealt with accordingly in proper courts.

Section 14. Effectivity

Previous memorandum circulars and other issuances which are inconsistent with this memorandum circular are deemed amended and superseded. Previous issuances that are not inconsistent with this memorandum circular are still in effect. This memorandum circular shall immediately and shall remain in force and effect unless rendered ineffective in writing by new issuances.

So ordered, this 24th day of March 2021 in VSU, Baybay City, Leyte, Philippines.


EDGARDO E. TULIN
President