



18 March 2020

MEMORANDUM CIRCULAR NO. 39
Series of 2020

T O: All VSU Constituents
R E: Extension of Class Suspension and Continued Implementation of Flexible/Alternative Work Arrangements

Pursuant to Executive Order No. 03-2020-03 series of 2020 (An Order Placing the Entire Province of Leyte Under General Community Quarantine and Enhancing the Implementation of Mandatory Precautionary Measures Against COVID-19) by the Provincial Government and following CHED COVID Advisory No. 5 dated March 17, 2020, **suspension of classes in all levels including NSTP/CWTS activities is hereby extended until April 17, 2020.**

VSU employees shall continue to adopt a flexible/alternative work arrangement whether in their office or at home so as not to impede the delivery of services of the University as per MC No. 35, series 2020 dated March 13, 2020. Weekly plans and outputs as well as skeletal workforce schedules should be submitted by each unit to the Office of the President, accordingly.

All faculty members and part-time instructors who are on home quarantine during this extension period are expected to produce outputs to be identified with their respective Unit Heads such as, but not limited to, course syllabi and other instructional materials. All these outputs should be clearly agreed by concerned department heads and teachers.

RDE personnel are expected to produce terminal reports of completed research/extension projects and progress reports of existing projects. They may continue to conduct their research activities inside the campus or in their respective laboratories and experimental areas but shall ensure adoption of safety measures in the workplace. Research and extension activities outside the campus shall be suspended. The goal is to limit movement and reduce risk of human to human transmission of all types of pathogens.

Job Order (JO) and contractual workers of the university who are assigned to provide basic services such as waste collection and disposal, cleanliness of surroundings, feeding of animals, and maintenance of experiments shall continue to report to their respective units to ensure continuity of operations and non-disruption of projects. Their supervisors however, should ensure adoption of safety measures in their respective workplaces. JO administrative staff whose services are only needed when there are classes will not report to work. Casual employees may be allowed to work from home provided specific outputs are given to them by their respective unit heads.

Faculty who are using online/distance learning mode are directed to exercise leniency on requirements such as examinations, reports and assignments especially during these difficult times of poor internet connection and the policy of home quarantine. They should also give due consideration to students who do not have access to internet connection at all.

All medical and security offices and personnel shall continue full operation.

Furthermore, VSU students who wish to apply for the CHED Scholarship Program may submit their application online through <https://ched.gov.ph/stufaps/>.

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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Finally, everybody is advised to take recommended precautionary measures, strictly adhere to the policy of stringent social distancing and home quarantine and only get updates from the official university news platforms published periodically.

For strict compliance.

A handwritten signature in blue ink, appearing to read 'Edgardo E. Tulin'.

EDGARDO E. TULIN
President

A small, stylized blue ink mark or signature flourish.

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