



29 October 2023

MEMORANDUM CIRCULAR NO. 165

Series of 2023

T O: VSU Faculty and Staff

**R E: Office of the President of the Philippines Memorandum Circular No. 38
dated October 27, 2023**

Pursuant to the abovementioned issuance from the Office of the President of the Philippines, regular/casual/contractual VSU faculty and staff shall be on work-from-home (WFH) arrangement on October 31, 2023 to provide full opportunity to properly observe All Saints' Day on November 1, 2023 and to allow to travel to and from different regions in the country.

The log in/out of attendance shall be in the HRIS through the "My Account-WFH Attendance" option. 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 for the day and duly certified correct and accepted by the unit head.

However, unit head/s whose office involves processing of payrolls and payments and other vital services, shall ensure a skeleton workforce to render its continued operation.

Also, offices whose functions involve delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital services shall continue with their usual operations and render the necessary services in person.

Meanwhile, all JO workers are advised to report in person to their respective offices.

For your guidance.

ALELI A. VILLOCINO
OIC, Office of the President

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000

