



3 December 2020

MEMORANDUM CIRCULAR NO. 108

Series of 2020

T O: All Concerned

R E: Proposed Amendments to Revised Policies in the Grant of WFH Work Arrangements under OP MC. # 79 and 84, s. 2020 in accordance to CSC MC 18 s. 2020

This office issued earlier its Memorandum Circular Nos. 79 and 84, s. 2020, both providing university's policies in implementing alternative work arrangements in compliance with the provisions of CSC Memorandum Circular No. 10, series of 2020. The Civil Service Commission just issued CSC Memorandum Circular No. 18, series of 2020 dated 15 October 2020 otherwise entitled: Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic.

Specifically, quoting herewith the following pertinent provisions of CSC Memorandum Circular No. 18, series of 2020, to wit:

"3.0 Parameters in the Implementation of Alternative Work Arrangements

"3.1 Work-from-Home

- "a. xxx;
- "b. The work-from-home arrangement may be adopted in areas placed under General Community Quarantine (GCQ) and **Modified General Community Quarantine (MGCQ)**, where public transportation shall operate at a reduced capacity and physical/social distancing is required in the workplace;
- "c. Employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, and are residing in areas placed under **ECQ, MECQ, GCQ and MGCQ** shall be under work from-home arrangement, except when their services are indispensable under the circumstances or when office work is Revised Interim Guidelines for AWA/ page 3 of 8 permitted. **The said work arrangement shall also be made available to those living with the aforementioned persons and living in area under ECQ, MECQ and GCQ;**
- "d. xxx."
- "e. To facilitate the implementation of the work-from-home arrangement, the agency head shall ensure the following:
 - "1. xxx;
 - "2. xxx;
 - "3. xxx;

"4. xxx;

"5. xxx; and

"6. **Agencies under WFH arrangement may adopt performance standards to guide the employees in the delivery of assigned tasks, like a point system where each output is assigned points based on length of time, complexity, or other criterion which are aligned with the CSC-approved agency SPMS. See illustrative example in Annex A.**

f. **Employees under work-from-home are not entitled to Compensatory Overtime Credit/Overtime Pay.**

"5.0 General Guidelines

5.1 The alternative work arrangements shall be adopted only for the duration of the State of **Public Health** Emergency or until lifted by the President;

5.2 The agency head shall give priority to the preferred schedule of employees who are below **21 years old, those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk/conditions and those residing with the aforementioned**, pregnant women, **nursing mothers**, and persons with disabilities (PWDs) **whose services are indispensable under the circumstances.**

Requests for different work schedule/arrangement of employees with immunodeficiency, comorbidities, or other health risk/conditions must be supported with medical certificate and other medical records."

Due to the number of cases in the region and that LGU Baybay even placed the entire city under MGCQ per its Executive Order No. 83. As such, the alternative work arrangements as provided for in OP MC No. 79 and 84, series of 2020 will still continue to be implemented except for the following **provisions** which may be **inconsistent** (in bold fonts) with said MC 79 & 84, to wit:

"3. Faculty and administrative staff, who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women as certified to by the VSU Medical Officers, **and are residing in areas placed under ECQ, MECQ, GCQ and MGCQ shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted. The said work arrangement shall also be made available to those living with the aforementioned persons and living in area under ECQ, MECQ and GCQ;**

"4. Special requests from employees who are still in areas under MECQ or those in towns and cities in Region 8 with local or community transmission shall be individually reviewed on a case-to-case basis and decided based on the recommendation of the VSU Chief of Hospital, subject to Section 13 Par. 3, OP Memorandum Circular No. 83, s. 2020 and **CSC MC 18, s. 2020.**"

The following university internal policies on WFH arrangements to be effective immediately shall, therefore, be implemented to wit:

A. The following work arrangements as earlier provided under OP MC No. 79 as reiterated in OP MC No. 84 shall continue to be granted **with revisions per cluster as highlighted** (in bold fonts) in order to limit the number of employees

simultaneously reporting to work and at the same time, comply with the strict provisions affecting WFH arrangement to wit:

a. Faculty without administrative designations

They shall continue to adopt the 4-day work week and one (1) work-from-home arrangement.

To avail of the WFH, the faculty should comply with all the requirements on a WFH and submit the detailed work plan per day to accomplish planned outputs and corresponding points to the department head which plan shall be used as the latter's basis in monitoring the activities and expected outputs of the faculty member while on work at home. On the part of the faculty concerned, they should email his/her evidence of accomplishments/outputs/activities for that day to his /her department head for record purposes and evidence for verification purposes, should it be necessary.

Part-time faculty members may also be allowed a WFH subject to the sound discretion of the department head including the faculty's compliance with the requirements and strong monitoring system similar to that of regular faculty members.

For humanitarian reasons, faculty members who wish to go back to their home towns/provinces to be with their family during the Christmas season, may be allowed to be on work from home only during the month of December 2020 as long as the tasks of the faculty concerned and the expected outputs are include in the Output table with assigned points and their parents are senior citizens or with immunodeficiency, comorbidities, or other health risk/conditions. A medical certificate issued by a government physician or other medical records shall be attached to the request for a WFH during the period. The faculty on teacher's leave can be on work from home from Dec. 1-18, 2020. Faculty on VS can apply for a work from home from Dec. 1-31, 2020 except on holiday.

It shall be the responsibility of the employee and the department head concerned to inform the VSU Hospital of the names of VSU employees who went home for Christmas holiday for monitoring purposes. Please take note, however, that employees coming from areas with confirmed local or community transmission by availing of this benefit to be with their families are considered LSI's and therefore, they are required follow mandatory facility quarantine and must coordinate with BERU for their return to Baybay City. However, since they left VSU/Baybay City on personal capacity, they are not eligible to use the in-house quarantine facility of VSU per existing facility guideline. They should therefore be quarantined in their respective barangay quarantine facility. Those who are living inside the campus may be allowed to avail of the university quarantine facility with the prescribed fee per day.

b. Faculty with administrative designations.

Faculty members may choose to report to work 5 days/week or combination of 4-day report to work and 1-day WFH arrangements, subject to his/her continuously performing his/her supervisory function throughout the week through videoconferencing, telephone/cellphone calls and/or thru the use of the VSU official

email and Workplace to monitor subordinates especially the faculty on work from home, the details of which are specified in par. E below.

For Dec. 2020, they can also avail of the WFH as long as preparations for the ISO surveillance audit will be done and complied with while on WFH.

- c. Regular and casual workers who are health workers, security guards, drivers, laborers, and all PPO officials and workers, etc.

Since their services are indispensable, all are required to report to work from Monday to Friday **or** during their scheduled shifts or staggered work hours since they are considered as frontline workers.

- d. Other regular and casual administrative staff.

Administrative staff may continue to report to work 4 days/week plus 1-day WFH, **ONLY if their tasks will qualify and the expected outputs are included in the Output table with assigned points (equivalent to one point per hour of work) as required for a work from home alternative work arrangement per no. 6, par. e of Section 3.1. of CSC MC 18, s. of 2020 as quoted above OR full 5 days/week work arrangements.**

- e. Regular administrative staff who are Head of Office

Administrative staff, may opt to report to work 5 days/week or combination of 4 days report to work and 1 days WFH arrangements, **subject to his/her performing tasks allowable and expected outunder par. d as mentioned above plus continuously doing supervisory work thru videoconferencing, telephone/cellphone calls and thru the use of the VSU official email and Workplace especially in monitoring subordinates under work from home.** However, he/she shall ensure to act on office documents that needs his/her signature while on WFH.

- f. Job-Order (JO) workers, Research Assistants and other contractual workers.

They should report to work 100% based on their contract of service.

- B. The policy as to who may be allowed for a total work from home for faculty and administrative staff, at any age, who have unstable comorbidities, immune-deficiency, pregnant women, **nursing mothers** and other employees with health risks as certified to by the VSU Medical Officers. **As provided for in OP MC 84 and as required by CSC MC 18, s. 2020**, employees who are still in areas under MECQ or those in towns and cities in Region 8 with local or community transmission shall continue to be implemented.
- C. **The Additional Guidelines to strictly implement the policies affecting WFH as enhanced (in bold fonts) shall therefore be reiterated:**
1. 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 guidelines.

2. 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 output for a one day Work from Home should be equivalent to the output expected for one day. Evidence of outputs produced or accomplished for the day while he/she is on WFH including on-line classes held by faculty members, should be sent to department and office heads, if possible daily through email using official email accounts.
3. Employees under work-from-home shall make themselves available during the work hours that they are at home. It shall be the responsibility of the immediate superior to ensure that his/her subordinate on work from home should be actually working at home and readily available to 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 reiterated 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.
4. Only employees who have access to needed facilities (working table, computer, good internet connection, mobile phone and working space/room conducive to working) should be allowed additional days of WFH.
5. Before recommending a subordinate for a work-from-home arrangement, it shall be the duty of the department/office head to ensure that 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, even if qualified to be on WFH per par. d. above based on the tasks to be performs, who have no conducive work space at home should be required to report to office.
6. Department/office heads should give priority schedule to employees in his/her department/office who are senior citizens, pregnant women and persons with disabilities (PWD)
7. Department/office heads should strictly monitor his/her subordinate on WFH through phone calls and emails. It shall be the responsibility of the department head to assess that the evidence of the output produced by his 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.
8. Even for a one (1) day Work from Home arrangement, the above policies should be strictly followed. When recommending a subordinate to be on WFH, the supervisor should indicate which group of tasks will his/her subordinate be performing for that particular day he/she will be work from home.
9. An employee who is on WFH should not go somewhere during the period he/she is on WFH. Should he 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 needs 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.

10. **For those who qualifies for a total WFH per par. c of Sec. 3.1 of CSC MC 18, s. 2020 above, a certification from the VSU Medical Officers shall continue to be submitted together with the monthly WFH schedule (Sec. 5.2 of CSC MC 18, s. 2020).**
11. **To comply with the requirements of CSC MC 18, s. 2020, attached is the List of Outputs and points assigned per allowable output of tasks allowed during work from home.**

This revised policies on Work from Home Alternative Work Arrangements shall remain in force until the State of Public Health Emergency has been lifted or withdrawn by the President. A copy of this memorandum circular shall be submitted to the Civil Service Commission Region VIII in compliance with CSC requirements.

For the guidance and compliance of all concerned.


EDGARDO E. TULIN
President