



6 May 2020

MEMORANDUM CIRCULAR NO. 54
Series of 2020

T O: All VSU Employees on "Work-from-Home"

R E: Revision of Template C from OP Memorandum Circular No. 53 dated 04 May 2020 as Certification to Support Entries in the Daily Time Records of Employees while on "Work-from-Home"

All employees adopting the "Work-from-Home" scheme are directed to submit the attached Revised Template C instead of the Template C provided for in OP Memorandum Circular No. 53 dated May 4, 2020.

The Revised Template C will be adopted to enable concerned employees to specify the details and certify the correctness of their outputs while on "Work-from-Home". The use of the revised template will also assure that:

- (a) supervisors can review the quality of the outputs, and
- (b) effectiveness of the "Work-from-Home" scheme can be assessed in terms of preventing the spread of COVID-19 while ensuring efficiency of employee performance.

For compliance.


EDGARDO E. TULIN
President



Sample Template C

[DATE]

TO WHOM IT MAY CONCERN:

This is to certify that the undersigned _____ (Name and Position) was on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted

Submitted by:

Name and Signature of Employee

This is to certify further that the above-mentioned outputs were actually submitted and received by the undersigned and are acceptable in terms of quality being agreed upon.

Certified corrected and accepted by:

Name of Head/Supervisor
Position