



18 May 2020

**MEMORANDUM CIRCULAR NO. 60**  
Series of 2020

**T O: Engr. Mario Lilio Valenzona and all GSD Staff**  
**Dr. Elwin Jay V. Yu**  
**All VSU Officials Concerned**

**R E: Precautionary Measures against COVID-19 and Support Mechanisms per**  
**CSC MC 10. S. 2020**

Par. 5.3., 5.5 and 5.6 of CSC Memorandum Circular No. 10, series of 2020 provides:

"5.3. The following activities and precautionary measures should be implemented by agencies prior to the resumption of normal office operations:

- a. Disinfection or decontamination activities on all its buildings, facilities and office vehicles. The disinfection should be part of the regular maintenance and upkeep of the agency.
- b. Conduct of health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of COVID-19 disease.
- c. Modification of the workplace layout to ensure physical presence in the office premises, physical distancing requirements should always be observed.

"5.5. Agencies shall adopt a minimum health standards protocol at all times such as wearing of face masks, taking of body temperature, and presence of sanitation stations.

"5.6. Agencies may use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction.

In view of this, the following directives are hereby issued to wit:

1. Engr. Mario Lilio Valenzona and his staff to implement activities as required under par. a (disinfection) and c (modification of work places) of Sec. 5.3 of the above-mentioned circular from the Civil Service Commission. In consultation with Dr. Yu, GSD should introduce mechanisms/indicators in all work stations/offices to ensure that physical distancing among employees and between employees and clients are observed.
2. The VSU Health Services headed by Dr. Elwin Jay V. Yu to conduct a health status survey to ensure that employees who report to work have no symptoms of COVID-19.
3. All University officials are advised to avoid face-to-face. Instead, videoconferencing/ teleconferencing in conducting meetings should be used.

---

Furthermore, the following support mechanisms may be implemented:

1. The VSU Hospital thru Dr. Elwin Jay Yu is requested to come up with health or psychosocial interventions/activities related to COVID-19 in coordination with the ODAHRD Training Coordinator. For stress debriefing if necessary, the services of university Guidance Counselors may be tapped for the purpose.
2. The University Disaster and Risk Management Office headed by Dr. Elwin Jay Yu may also request for additional personal protective equipment to be made readily available to be issued to other frontline personnel from GSD should it be necessary.
3. Engr. Valenzona is likewise requested to scout possible quarters where employees living outside Baybay City could be housed when they report back to the university during the period of the GCQ while Engr. Marlon Burlas is requested to facilitate transportation facilities to workers living in Baybay until such time that the GCQ is lifted.

Let it be emphasized that by the nature of the functions of the office, all GSD personnel who provides basic services to the university are considered as front-line workers. Those who belong to this group of GSD personnel but who failed to report to work except those who may have prior approval for a "work from home" work arrangement duly approved by this office, will be considered ABSENT.

For the guidance of all concerned.

  
**EDGARDO E. TULIN**  
President