



27 March 2020

MEMORANDUM CIRCULAR NO. 42
Series of 2020

T O: All VSU Constituents

R E: Clarification on Skeletal Workforce Arrangement and Reiteration on Minimal Operation Requirements to Prevent the Spread of COVID-19

It has come to the attention of this Office that there are still employees who report to work and thus preclude the proper implementation of basic quarantine protocols which are essential to minimize potential exposure to the dreaded COVID-19 virus. All Units are therefore directed to follow the following guidelines for implementation starting **March 30, 2020 to April 17, 2020** as *per* agreed by your respective VP's in coordination with this Office:

- **Office of the Vice President for Instruction**
 - All colleges and departments including the OPO, IMDC, QAC, Library, and Printing Press shall be represented by one head/representative (Monday & Wednesday), 1 clerk (Monday & Wednesday) and 1 utility staff (Tuesday, Thursday, and Friday) only.
 - The Office of the Graduate School and the Registrar's office should only be represented by one staff per office.
 - Animal caretakers assigned in CVM and DAS shall continue to report as required.
 - Only one Forest Guard shall be assigned per day.
- **Office of the Vice President for Research and Extension**
 - Component offices such as Extension, ViCARP and Research should be represented by one head/representative (Monday & Wednesday), 1 clerk (Monday & Wednesday) and 1 utility staff (Tuesday, Thursday, and Friday) only.
 - The same applies to research centers such as PhilRootCrops, NARC, NCRC, RERC, FARMI, and RCCRDC.
 - Project leaders shall manage the attendance and accomplishments of their staff, accordingly, although project-based staff may not report to work unless required by their project leaders who likewise need to ensure availability funds for their respective salaries and/or hazard pays.
- **Office of the Vice President for Planning, Resource Generation & External Affairs**
 - JO workers working on landscape, waste disposal and management, and general services such as those in charge of the power, water, internet connectivity, and transport shall continue to operate on a staggered/rotational basis.




- JO workers under VSU Income Generating Projects are not required to report for work, except for those assigned to repack and distribute food packs for stranded students under the VSU Guest House.
- VSU Apartelle and Hostel shall assign two JO's/per day to ensure security of the apartments and perform the needed repair.
- URC and IAO shall be temporarily closed.
- The DYDC shall be temporarily off-air.
- **Office of the Vice President for Administration and Finance**
 - The heads of the following offices shall provide minimal skeletal workforce on a staggered/rotational basis to ensure provision of basic services:
 - ODAHRD and HRMIS
 - Finance and Budget Offices
 - Accounting Office
 - Cash Division
 - Personnel Records & Performance Evaluation Office
 - BAC Office
 - Supply Office for deliveries
 - Procurement Office
 - University Student Services Office
 - Info/Web Team

The University Health Services and the University Security and Safety Office personnel shall continue its full operation.

The Office of the President and the Office of the University Secretary shall likewise maintain a minimal workforce to ensure continuity of service and non-disruption of university operations.

Only those who carry official roles/functions assigned for that day shall be allowed entry to their respective office assignments.

For strict compliance.


EDGARDO E. TULIN
President