



14 October 2021

MEMORANDUM NO. 649
Series of 2021

T O: Dr. Santiago T. Peña, Jr.
Prof. Senona A. Cesar
Dr. Jett C. Quebec
Ms. Lisa I. Arce
Dr. Joel Q. Mabalhin
Ms. Michelle A. Borleo

R E: Formal Investigation Committee on the Charge for Simple Dishonesty and Violation of Reasonable Rules and Regulation of the University

With Dr. Santiago T. Peña, Jr. as Chairperson and Ms. Michelle A. Borleo as Secretary and the rest as Members, you are hereby designated to constitute the Formal Investigation Committee on the charge of Simple Dishonesty and Violation of the Reasonable Rules and Regulations of the University pursuant to Rule 10, Section 50 of the 2017 Rules on Administrative Cases on the Civil Service (RACCS) and CSC Memorandum Circular No. 18, s. 2020 on the Interim Guidelines on Alternative Work Arrangement and OP Memorandum Circular No. 108, s. 2020 on the Policies in the grant of Work-from-Home Work Arrangement against Ms. Jerizza May B. Bulahan. Attached is the formal charge for your reference.

Kindly submit your report on or before November 15, 2021.

Please be guided accordingly.


EDGARDO E. TULIN
President



Visayas State University
Complainant

-versus-

Admin. Case No. 043
For: Simple Dishonesty and
Violation of the Reasonable
Rules and Regulations of the
University

JERIZZA MAY B. BULAHAN
Respondent

FORMAL CHARGE

Complainant, Visayas State University (VSU), unto this Honorable Office, hereby file formal charge against Ms. Jerizza May B. Bulahan of the Department of Statistics, and most respectfully states that:

STATEMENT OF THE CASE

This is a formal charge against respondent Jerizza May B. Bulahan for the commission of acts of Dishonesty and Violation of the Reasonable Rules and Regulations of the University pursuant to Rule 10, Section 50 of the 2017 Rules on Administrative Cases on the Civil Service (RACCS) and CSC Memorandum Circular No. 18, s. 202 on the Interim Guidelines on Alternative Work Arrangement and OP Memorandum Circular No. 108, s. 2020 on the Policies in the Grant of Work-from-Home Work Arrangement.

THE PARTIES

Complainant, Visayas State University, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 and converted into a state university by virtue of Republic Act No. 9158 and renamed as Visayas State University by virtue of Republic Act No. 9347, represented herein by its President Dr. Edgardo E. Tulin, of legal age, Filipino citizen and with office address at Visca, Baybay City, Leyte, where it may be served with the orders, notices, and other processes of this Honorable Office.

Respondent, Jerizza May B. Bulahan, of legal age, Filipino citizen, married and residing at SitioCapangian, Brgy. Curva, Ormoc City, Leyte, and a faculty of the Department of Statistics of the Visayas State University, where she may be served with the orders, notices, and other processes of this Honorable Office.

STATEMENT OF FACTS ON OFFENSES COMMITTED

On August 2, 2018, Ms. Bulahan executed her Financial Assistance Grant effective August 1, 2018 up to July 31, 2019 taking up Masters in Statistics. A copy of the Financial Assistance Grant contract is hereto attached as **Annex "A"**.

On July 1, 2020, Ms. Bulahan sent a letter request addressed to the Office of the President thru the Scholarship/Fellowship Committee containing her reasons why she did not finish her master's degree on time, her request for reinstatement on August 1, 2020, file maternity leave anytime on August 2020, and extension of study leave with pay on the second semester of SY 2020-2021. A copy of the aforesaid letter is hereto attached as **Annex "B"**.

On July 10, 2020, VSFC-AS Minutes of the Meeting re: Ms. Bulahan's recommending approval to reinstate effective August 1, 2020 approved by the University President. A copy of the minutes is hereto attached as **Annex "C"**.

On July 11, 2020, Ms. Bulahan informed the DepStat Department Head, Dr. Virgelio M. Alao that she was already done with her proposal defense last April 2020. A copy of Ms. Bulahan's screenshot message is hereto attached as **Annex "D"**.

On August 18, 2020 up to November 30, 2020, Ms. Bulahan was on Maternity Leave.

On January 18, 2021, Ms. Bulahan's request for a Work-from-Home (WFH) arrangement from January to February 2021 for she will on a one (1) semester extension of her study beginning March 2021 was approved. The Academic Personnel Board (APB) approved Ms. Bulahan's request subject to compliance of OP Memo Circular No. 108, s. 2020 on the point system of computing WFH accomplishments. The department must ensure that her accomplishments meet the required 8 points per day as stipulated in the CSC Memorandum Circular. A copy of the excerpt approved by the APB is hereto attached as **Annex "E"**.

On February 10, 2021, Ms. Bulahan enrolled three (3) core courses (Stat 232, Stat 234 & Stat 250) for the 2nd semester SY 2020-2021 based on her Certificate of Registration issued by the University of the Philippines (UP). A copy of the UP Certificate of Registration and Ms. Bulahan's True Copy of Grades and Receipts are hereto attached as **Annexes "F" to "F-1"**.

On March 18, 2021, DepStat sent an email to Ms. Bulahan regarding her plan for an extension for the 2nd semester of SY 2020-2021 but got no reply from Ms. Bulahan. A copy of the email is hereto attached as **Annex "G"**.

On March 24, 2021, Ms. Bulahan submitted incomplete output which corresponds to the expected output or work plan from January 5 to January 13, 2021. A copy of the work plan is hereto attached as **Annex "H"**.

On March 25, 2021, Ms. Bulahan submitted Lesson 4.1 only.

On April 22, 2021, DepStat received an email from ODHRM thru Ms. Gayanilo the screenshot of Ms. Bulahan's Computerized Registration System (CRS) account from UP

indicating “registered” without courses enrolled. A copy of the aforesaid email is hereto attached as **Annex “I”**.

On May 24, 2021, DepStat released a Final Notice to Ms. Bulahan reminding her to submit lacking accomplishments for her WFH status from January to February 2021. A copy of the DepStat Final Notice is hereto attached as **Annex “J”**.

On June 4, 2021, DepStat released Memo No. 02 s. 2021 as warning to Ms. Bulahan’s negligence of the first memo and required her to submit all the requested documents. A copy of DepStat Memo No. 02, s. 2021 is hereto attached as **Annex “K”**.

June 29, 2021, DepStat discovered that Ms. Bulahan is enrolled in three (3) core courses for the 2nd semester of AY 2020-2021 and has no thesis proposal to defend.

On July 1, 2021, Ms. Bulahan sent a letter addressed to Dr. Alao, DepStat Head, containing her explanation and reasons of the inconvenience she has caused. A copy of Ms. Bulahan’s explanation letter is hereto attached as **Annex “L”**.

SUMMARY OF OFFENSES

I. Simple Dishonesty

The available records showed that Ms. Bulahan was untruthful in providing the right information of her study leave status to her Department Head, Dr. Virgelio M. Alao as evidence by Ms. Bulahan’s screenshot message to Dr. Alao dated July 11, 2021. Ms. Bulahan claimed that she has already completed her proposal defense last April 2021 before her laptop was damaged. However, Ms. Bulahan’s letter dated July 1, 2021, addressed to Dr. Alao, pointed out that her proposal defense was not pursued due to a laptop problem and failed to defend her proposal on the first week of April 2021.

II. Violation of Reasonable Rules and Regulation of the University

Upon perusal of the documents submitted by the Personnel Committee of DepStat the Investigating Committee determined that Ms. Bulahan failed to give proper attention to the tasks assigned to her during her work-from-home set-up from January to February 2021, despite reminders and memos from the department head. The letter of DepStat Personnel Committee on the neglect of duty as a faculty member stipulates that Ms. Bulahan indeed submitted incomplete output, which corresponds to the expected output from January 5 to January 13, 2021, only. Also, the letter stipulates that Ms. Bulahan submitted her lacking output on July 5, 2021. However, her submitted output was no longer utilized since she has submitted it late.

Grounds in filing an administrative case against respondent Bulahan

Complainant claimed that respondent violated the University rules for a.) Dishonesty, b.) II Violation of Reasonable Rules and Regulation of the University: VSU Faculty Manual, Book V; Rule 10, Section 50 of the 2017 Rules on Administrative Cases on the Civil Service (RACCS); CSC Memorandum Circular No. 18, s. 2020 on the Interim Guidelines on Alternative Work Arrangement; and OP Memorandum Circular No. 108, s. 2020 on the Policies in the Grant of Work-from-Home Work Arrangement.

Under **OP Memorandum Circular No. 108, s. 2020**, "on the point system of computing WFH accomplishments. The department must ensure that the accomplishments meet the required 8 points per day as stipulated in the CSC memorandum circular." Complainant violated the aforesaid OP Memo for failure to submit the required outputs on time and complete. Respondent failed to submit her accomplishment reports with the required 8 points per day on the said time frame from January to February 2021.

WHEREFORE, premises considered, Ms. Jerizza May B. Bulahan is hereby formally charged with Simple Dishonesty, and Violation of Reasonable Rules and Regulation of the University: VSU Faculty Manual, Book V: Rule 10, Section 50 of the 2017 Rules on Administrative Cases on the Civil Service (RACCS); CSC Memorandum Circular No. 18, s. 2020 on the Interim Guidelines on Alternative Work Arrangement; and OP Memorandum Circular No. 108, s. 2020 on the Policies in the Grant of Work-from-Home Work Arrangement. Accordingly, she is directed to submit within five (5) days from receipt, hereof, her written answer under oath in addition to the answer she has already submitted together with affidavits of witnesses and documentary evidence, if any, and a statement whether or not she elects a formal investigation. The party is also hereby notified that she has the right to be assisted of a counsel of her choice if she so desired.

Failure to answer within the given period shall be considered as a waiver of her right therefore and the case shall proceed.

October 5, 2021, VSU, Baybay City, Leyte


EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte
Email: op@vsu.edu.ph