



### Alternative Work Arrangement and Planned Outputs during Work-From-Home

Name of Staff	Planned Outputs during Work-From-Home										
	M	T	W	TH	F	M	T	W	TH	F	
1. Gilos, Vicente A. (OIC, VSU Library)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>May 18 – 22, 2020</b> <ul style="list-style-type: none"> <li>Supervises over-all operation of the library</li> <li>Catalogs and classifies theses</li> <li>Reviews and checks skeletal workforce assignments/outputs of staff for May</li> <li>Signs official documents (clearances, etc.)</li> <li>Answers online queries from faculty and staff</li> <li>Downloads e-books from free sources/databases</li> </ul> <b>May 25 – 29, 2020</b> <ul style="list-style-type: none"> <li>Prepares bibliographies for BSME and BSCE</li> <li>Signs official documents (clearances, etc.)</li> <li>Answers online queries from faculty and staff</li> <li>Downloads e-books from free sources/databases</li> </ul>
2. Baro, Geraldine T. (Technical Librarian)	✓	✓	✓	✓	WFH	✓	✓	✓	✓	WFH	<b>May 18 – 22, 2020</b> <ul style="list-style-type: none"> <li>Prepares and finalizes skeleton workforce assignments/outputs of staff for May 2020</li> <li>Catalogs and classifies books (New Acquisitions Gratis, etc.)</li> <li>Downloads e-books from free sources/databases</li> <li>Reviews and corrects erroneous DLM databases entries (WFH)</li> <li>)</li> </ul> <b>May 25 – 29, 2020</b>



											<ul style="list-style-type: none"> <li>Downloads e-books from free sources/databases</li> <li>Prepares bibliography on BSA major in Agricultural Extension &amp; Agronomy</li> <li>Reviews Procedure Manuals on Technical Processing of Library Materials (WFH)</li> <li>Reviews and corrects erroneous DLM databases entries (WFH)</li> </ul>
3. Mabuan, Jovelyn H. Librarian, (IHS Library)	✓	✓	✓	WFH	✓	✓	✓	✓	WFH	✓	<p><b>May 18 – 22, 2020</b></p> <ul style="list-style-type: none"> <li>Supervises the operation of High School Library</li> <li>Continues to update card catalog</li> <li>Downloads E-books from free access Databases (WFH)</li> <li>Prepares bibliography for BSN (WFH)</li> </ul> <p><b>May 25 – 29, 2020</b></p> <ul style="list-style-type: none"> <li>Continues to update card catalog</li> <li>Encodes missing library materials during Inventory</li> <li>Prepares bibliography for BS Biology (WFH)</li> <li>Reviews Procedure Manuals on Request for Binding for possible revisions (WFH)</li> </ul>
4. Camacho, Sheira May T. (Serials Librarian)	WFH	✓	✓	✓	✓	WFH	✓	✓	✓	✓	<p><b>May 18 – 22, 2020</b></p> <ul style="list-style-type: none"> <li>Creates &amp; maintains/updates official Facebook Page</li> <li>Indexes journal articles online through DLM</li> <li>Reviews and edits encoded articles on DLM</li> <li>Prepares bibliography (BS Biotech and Food Tech) (WFH)</li> </ul> <p><b>May 25 – 29, 2020</b></p>



											<ul style="list-style-type: none"> <li>• Index articles from journals</li> <li>• Creates &amp; maintains/updates official Library Facebook Page</li> <li>• Downloads e-Books from free sources/ databases (Springer &amp; Science Direct) (WFH)</li> <li>• Reviews and edits ISO Procedure Manuals (Serials) (WFH)</li> </ul>
5. Lacambra, Mariel E. (Circulation Librarian)	✓	WFH	✓	✓	✓	✓	WFH	✓	✓	✓	<p><b>May 18 – 22, 2020</b></p> <ul style="list-style-type: none"> <li>• Prepares and consolidates DTRs and certificates of library staff</li> <li>• Collates, reviews and updates documents and records for file</li> <li>• Prepares bibliography on BS Statistics (WFH)</li> <li>• Downloads e-Books from free sources/databases (WFH)</li> </ul> <p><b>May 25 – 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Prepares bibliography on (BPed)</li> <li>• Reviews ISO-related forms for possible revisions WFH)</li> <li>• Prepares and update Quality Records Matrix (WFH)</li> </ul>
6. Hermano, Ma. Agnes P. (Admin Aide IV-Clerk)	✓	WFH	✓	✓	✓	✓	WFH	✓	✓	✓	<p><b>May 18 – 22, 2020</b></p> <ul style="list-style-type: none"> <li>• Prepares PR/PPMP for recommended books by Colleges/Department</li> <li>• Prepares Daily Sales, Collections &amp; Remittances</li> <li>• Consolidates IPCR Jan-June 2020 (WFH)</li> </ul> <p><b>May 25 – 29, 2020</b></p> <ul style="list-style-type: none"> <li>• Prepares Daily Sales, Collections &amp; Remittances</li> <li>• Consolidates IPCR Target – Jan.-June 2020</li> <li>• Prepares liquidation for cash advances/petty cash (WFH)</li> </ul>
7. Fornes, Mercedes (Admin Aide III-Clerk)	✓	WFH	✓	✓	✓	✓	✓	WFH	✓	✓	<p><b>May 18 – 22, 2020</b></p> <ul style="list-style-type: none"> <li>• Accessions new acquisitions</li> <li>• Labels book spines</li> <li>• Encodes shelf list cards (WFH)</li> </ul>



											<b>May 25 – 29, 2020</b> <ul style="list-style-type: none"> <li>• Proofreading of shelf list cards</li> <li>• Makes book pockets/accessories (WFH)</li> </ul>
8. Mazo, Crisanto A. (Admin Asst. I)	WFH	✓	✓	✓	✓	WFH	✓	✓	✓	✓	<b>May 18 – 22, 2020</b> <ul style="list-style-type: none"> <li>• Oversees Bindery services</li> <li>• Binds theses/dissertations</li> <li>• Prints titles and spine labels of theses</li> <li>• Sews spines of theses/dissertations (WFH)</li> </ul> <b>May 25 – 29, 2020</b> <ul style="list-style-type: none"> <li>• Binds theses/dissertations</li> <li>• Prints titles and spine labels of theses</li> <li>• Tabulates number of bound theses by courses (Jan-June 2020)</li> <li>• Sews spines of theses/dissertations (WFH)</li> </ul>
9. Saulan, Jose F. (Admin Aide I)	✓	✓	✓	✓	WFH	✓	✓	✓	✓	WFH	<b>May 18 – 22, 2020</b> <ul style="list-style-type: none"> <li>• Cleans library surroundings</li> <li>• Processes documents</li> <li>• Ties strings to lockers claim cards (WFH)</li> </ul> <b>May 25 – 29, 2020</b> <ul style="list-style-type: none"> <li>• Cleans library offices and toilets</li> <li>• Processes documents</li> <li>• Tie strings to lockers claim cards (WFH)</li> </ul>
10. Braga, Rommel D. (Admin Aide III)	WFH	✓	✓	✓	✓	WFH	✓	✓	✓	✓	<b>May 18 – 22, 2020</b> <ul style="list-style-type: none"> <li>• Cleans, library surroundings (IHS Library)</li> <li>• Binds theses/dissertations</li> <li>• Waters ornamental plants</li> <li>• Sews spines of theses/dissertations (WFH)</li> </ul>



											<b>May 25 – 29, 2020</b> <ul style="list-style-type: none"> <li>Cleans library offices</li> <li>Tabulates repaired books and bound journals</li> <li>Sews spines of theses/dissertations (WFH)</li> </ul>
11. Igot, Tirso, Jr. (Admin Aide I- Casual)	✓	✓	✓	WFH	✓	✓	✓	✓	WFH	✓	<b>May 18 – 22, 2020</b> <ul style="list-style-type: none"> <li>Processes documents</li> <li>Does cleaning and grass-cutting of surroundings</li> <li>Tabulates entrance statistics (WFH)</li> </ul> <b>May 25 – 29, 2020</b> <ul style="list-style-type: none"> <li>Processes documents</li> <li>Cleans toilets, and library surroundings</li> <li>Wash curtains (Circulation and Cataloging Units) (WFH)</li> </ul>
12. Patonona, Constancio R (Admin Aide I)											Sews spines of theses/dissertations

**Legend:** ✓ -- Report to Office  
WFH -- Work From Home

**Note:** Staff with planned outputs in light green background are assigned at the IHS Library.



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