Republic of the Philippines
EULOGIO "AMANG" RODRIGUEZ
INSTITUTE OF SCIENCE AND TECHNOLOGY
Nagtahan, Sampaloc, Manila

EARIST ADVISORY NO. 12, S. 2020
Octber 2, 2020

Work Guidelines During the Regular Classes
Starting on October 5, 2020

Pursuant to CHED COVID Advisory No. 7 dated May 25, 2020, IATF-Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments as of June 25, 2020 of the Inter-Agency Task Force (IATF), Work-from-Home provision of CSC Memorandum No. 10, s. 2020, and with the continuing threat of the COVID-19 pandemic to the health and safety of the students and school personnel, the traditional face-to-face or in-person classes remain suspended this Academic Year 2020-2021 or until such time that higher authorities so mandate. Thus, the Institute adopts the flexible/blended learning modalities (synchronous, asynchronous learning and remote print learning), with the **Guidelines on the Implementation of Flexible Learning for SY 2020-2021** duly approved by the EARIST Governing Board through Resolution No. 352, s. 2020 dated July 22, 2020.

In order to ensure the smooth operation of these new systems, the following work guidelines shall apply starting the opening of regular classes on October 5, 2020, to wit:

1. MONITORING AND EVALUATION IN THE CONDUCT OF FLEXIBLE LEARNING

1.1 The Deans, Department/Unit Heads, and faculty members are advised to adopt the BOT approved Guidelines on the Implementation of Flexible Learning, and the Learning Management System Guide of the Institute.

1.2 The Dean/Unit Head shall identify and designate a checker who will monitor all academic-related activities of the faculty members to make sure that classes/engagements with their respective students on a given schedule via online and/or offline delivery of instructions are being done.

1.3 To ensure effective and efficient implementation of flexible learning, Regular Faculty members observing 30 hours a week, Part-Timers/Guest Lecturers are expected to report to the Institute during their official time and perform their official functions within the campus. However, while the

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country is in a State of Public Health Emergency, the above mentioned faculty member will not be required to observe their official time (subject to the applicable guideline from IATF/CHED and/or CSC) and may opt to avail the work-from-home arrangement as stipulated in CSC Memorandum Circular No. 10, s. 2020. Provided that the faculty members can:

    1.3.1 show proof of availability of online learning tools such as laptop/desktop, video camera, microphone, and speakers which they can use for online synchronous lectures or monitoring of asynchronous activities in their respective homes;

    1.3.2 designate a well-ventilated, clean, and orderly "teaching space" at home; and

    1.3.3 ensure availability of stable internet connection at home.

1.4   Weekly accomplishment report shall be submitted by the faculty members to their unit head using the following templates and schedules, together with the attached proof of engagement with the students and/or output.

    1.4.1 Faculty members whose schedule for the first semester SY 2020-2021 is on Monday, Tuesday, and Wednesday shall submit their accomplishment reports every Monday of the following week.

    1.4.2 Faculty members whose schedule for the first semester SY 2020-2021 is on Thursday, Friday, and Saturday shall submit their accomplishment reports every Thursday of the following week.

    1.4.3 Individual Commitment and Accomplishment Report for the regular faculty member (Form 3)

    1.4.4 Individual Commitment and Accomplishment Report for the part-timer/guest lecturer (Form 4)

1.5   The Deans and Department/Unit Heads will supervise the conduct of LMS to their faculty members ensuring appropriateness and alignment of the processes and material with the curriculum and the established learning outcomes.

2. ALTERNATIVE WORK ARANGEMENT FOR ACADEMIC PERSONNEL OBSERVING 40 HOURS A WEEK AND NON-TEACHING PERSONNEL

2.1 COMPRESSED WORKWEEK ARRANGEMENT

2.1.1 The Vice Presidents, Deans, Campus Administrator, Directors, Faculty Members detailed at the office, Faculty Members with special assignments, and Chairpersons who observe 40 hours will be under the four-day compressed work arrangement and the schedule will be determined by the VPAA/College/Unit Head.

2.1.2 Board Secretary

2.1.3 Chiefs of Offices

2.1.4 Non-teaching personnel

2.1.5 Job Order personnel

2.1.6 Frontliners (medical personnel, security personnel, janitorial personnel, and responders)

Parameter:

The four-day workweek shall be observed with the following schedules:

DAY	TIME	OFF DAY
Monday to Thursday	7:00-6:00	Friday
Tuesday to Friday	7:00-6:00	Monday

2.2 WORK FROM HOME

2.2.1 Non-Academic Personnel who are **below 21 years old** and those who are **60 years old and above**, as well as those with immunodeficiency, comorbidities, or other health risks, pregnant woman, and PWDs shall be under **work from arrangement**, *except when their services are indispensable* under the circumstances or when office work is permitted.

Parameters:

a. The heads of offices/units shall give their respective staff tasks to be performed to the full extent possible in terms of man-days per workweek.

b. Employees under work-from-home shall make themselves available and keep their communication lines open during the work hours that they are at home.

c. Employees classified in this scheme shall strictly observe "Confidentiality of Information, data encryptions, and etc. to ensure protection of data used and processed." Pursuant to Republic Act. No. 10173 or Data Privacy Act of 2012.

d. Accomplishment Report shall be submitted by the personnel under WFH to their college dean/unit head every Monday/Tuesday of the succeeding week, using the following templates together with the attached output:

1. Revised Form 1 for their task/assignment and/or commitments subject to approval of the college dean/unit head; and

2. Revised Form 2 for their accomplishment report.

EDITHA V. PILLO, Ed.D.
President