



Republic of the Philippines
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OFFICE OF THE PRESIDENT

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**Guidelines During the Modified Enhanced Community
Quarantine (MECQ) From August 4-18, 2020**

With the reimposition of the **Modified Enhanced Community Quarantine (MECQ) in the National Capital Region (NCR), Laguna, Cavite, Bulacan, and Rizal from August 4-18, 2020**, the Institute hereby adopted appropriate Alternative Work Arrangements (AWA), pursuant to the CSC Memorandum Circular No. 10, s. 2020, "*Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of National Emergency Due to COVID-19 Pandemic*".

Thus:

1. Only Skeleton (Skeletal) Workforce shall be allowed to report on an on-call basis to render necessary services during the period of MECQ; and
2. The rest of the non-teaching personnel and faculty members shall be under the Work-From-Home (WFH) scheme.

Parameters:

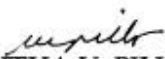
1. The employees under work-from-home shall make themselves available during the work hours that they are at home (CSC MC No. 10, s. 2020, 3.l.e.2);
2. The supervisors shall assign their respective staff tasks to be performed *to the full extent possible in terms of man-days per work week* (CSC MC No. 10, s. 2020, 3.l.e.1);
3. The employees under WFH shall be required to **submit** their accomplishment reports/outputs to their supervisors **weekly, via on-line**.

4. The Faculty Members shall undertake the following tasks while on work from home:
 - 4.1. Develop modules assigned by their department head. The learning content of the modules made shall reflect flexible learning strategies on content and use of learning materials and objects, teaching and learning activities, class requirements, and evaluation/assessment;
 - 4.2. Revisit and study their syllabi to prepare and incorporate modifications for appropriate flexible learning methods; and
 - 4.3 Accomplish the Revised Form 1 for their task/assignment and/or commitments subject to approval of the college dean/unit head, and the Revised Form 2 for their accomplishment report;
5. The College Dean/Unit Head shall submit the accomplishment reports to the office of the Vice President for Academic Affairs (VPAA) for approval and endorsement to the Human Resource Management Services (HRMS). The requirement for the submission of weekly report is pursuant to the guidelines of CSC Memorandum No. 10, s. 2020,

thus:

- 5.7 *Agencies shall adopt a monitoring mechanism such as submission of daily/weekly accomplishment report/s, etc., during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced.*

For proper guidance and compliance.


EDITHA V. PILLO, Ed.D.
President