



Republic of the Philippines
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OFFICE OF THE PRESIDENT

**EARIST ADVISORY NO. 04, S. 2020
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**(Guidelines During the Modified ECQ
From May 16-31, 2020)**

The IATF Resolution No. 35, Series of 2020 dated May 11, 2020 identified Laguna, National Capital Region (NCR), Municipality of Pateros, and Cebu City as high-risk provinces, HUCs, and ICCs and placed them under **Modified Enhanced Community Quarantine (MECQ)** until May 31, 2020, without prejudice to the declaration of localized Enhanced Community Quarantine (ECQ).

Under the MECQ, school premises are closed and there are no public transport, work shall be skeletal onsite and others work from home.

In a meeting with the Executive Officials who serve as skeletal workforce (VPAA; Director, Administrative Services; Chief, Human Resource Management Services; Director, Financial Management Services; Chief, Medical/Dental Services, and the College and Board Secretary), the Institute shall adopt the MECQ Guidelines, and endeavor to address the needs of the employees and comply with all the requirements/documents being requested by the DBM, CHED, CSC, COA, GSIS, and other agencies through the aforesaid work arrangements.


We shall be guided by 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 promulgated on May 7, 2020.

Thus:

1. Only Skeleton (Skeletal) Workforce shall be allowed to report on an on-call basis to render necessary services (presently, transportation service is being provided to employees who serve as skeletal workforce);
2. The rest—non-teaching personnel and faculty members who render 40 hours shall be under the work-from-home (WFH) scheme:

- 2.1 The employees under work-from-home shall make themselves available during the work hours that they are at home. (MC No. 10, s. 2020, 3.1.e.2);
- 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* (MC No. 10, s. 2020, 3.1.e.1);
- 2.3 The employees under WFH shall be required to submit their output to their respective supervisors, copy furnished the HRD;
- 2.4 Laptops will be provided to employees working from home, depending on the availability of the units;
- 2.5 Transportation assistance will be provided to the employees who do not have private vehicle when they get their necessary documents, materials, gadgets from the school.
 - Schedules will be coordinated with Mr. Oriel for the non-teaching and with Dr. Pena for the Deans and the faculty rendering 40 hours.
 - Designated pick-up points will be identified and coordinated with the concerned employees as well as the time for pick-up.
3. The Institute shall comply with item 5.5.9 of MC 10, s. 2020, which requires agencies to submit a report on the implementation of the alternative work arrangements to the Civil Service Commission through the Regional CSC Regional Offices.

For proper guidance.


EDITHA V. PILLO, Ed.D.
President