



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

OFFICE OF THE PRESIDENT

EARIST ADVISORY NO. 05, S. 2020
MAY 28, 2020

**Guidelines on Alternative Work Arrangements
During the General Community Quarantine (GCQ)**

The accompanying **Guidelines on Alternative Work Arrangements (AWA) During the General Community Quarantine (GCQ)** is based on the guidelines in the Civil Service Commission (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,"* CHED COVID Advisory No. 7, and IATF Resolutions No. 38 and No. 40.

GENERAL RULE

1. The Alternative Work Arrangements shall apply to all regular, casual, and contract of service employees of the Institute effective June 1, 2020, until the lifting of GCQ.
2. The Head of office/unit shall determine and recommend the staff who will be required to report in the exigency of the service, and whose functions and deliverables are priority. This shall include the scheduling of staff in such a way that the presence of personnel inside the office is limited in order to comply with physical/social distancing.
3. Employees under the Work From Home (WFH) scheme shall be required to accomplish Form 1 for their task commitments subject to the approval of the head of office/unit before accomplishing such tasks, and Form 2 (Accomplishment Report) to be submitted to their unit head every Monday of the following week to ensure that public service is not prejudiced. The Head of office/unit shall submit copy of accomplishment reports to the Human Resource Management Services (HRMS).

A. ALTERNATIVE WORK ARRANGEMENTS

I. **Work-From-Home (WFH)** - refers to an output oriented work arrangements that authorizes the worker to produce outputs/results and accomplishments outside of the office.

1.1 This scheme shall apply to:

- a. Area Chairpersons observing 40 hours
- b. Employees 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 women, and PWDs shall be under **work from home** arrangement, *except when their services are indispensable under the circumstances or when office work is permitted.*

1.2 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 work week.
- 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, etc. and to ensure protection of data used and processed” pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012.

II. **Four-day (Compressed) Workweek** - refers to work arrangement whereby the employees’ workweek is compressed to four (4) days each week.

II.1 This scheme shall apply to:

- a. Non-teaching personnel
- b. Job Order personnel
- c. Frontliners (medical personnel, security personnel, janitorial personnel, and responders)
- d. Executive Officials (VPs, Deans, Directors, Campus Administrator, and College and Board Secretary) who would prefer four-day workweek

II.2 Parameter:

- a. The 4-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

III. Other Alternative Work Arrangements - refers to a combination of the above-enumerated work arrangements that are appropriate/applicable to the function of the employee.

III.1 This scheme is applicable to:

- a. Executive Officials (VPs, Deans, Directors, Campus Administrator, and College and Board Secretary)
- b. Chiefs of Offices who would prefer this scheme
- c. Faculty Members detailed at the office

III.2 Parameters:

- a. The Executive Officials grouped in this scheme shall observe the three-day workweek and two-day work-from-home arrangement. They will report Monday, Tuesday and Wednesday. Thursday and Friday will be Work-from-home, on call as needed.
- b. The head of office/unit shall see to it that an office staff is available to receive documents/answer queries, etc. during his two-day work-from-home schedule.
- c. The Head of office/unit shall recommend the work schedule of faculty members detailed at the office.

B. SUPPORT MECHANISMS DURING THE IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENTS

The Administration shall ensure that those employees who are on any mode of Alternative Work Arrangement are afforded with the following adequate support mechanisms:

- a. Reasonable transportation arrangement will be made within Metro Manila only, for the employees who do not have private vehicle to transport them to and from the designated pick up/drop off points, subject to the availability of drivers and vehicles of the Institute in coordination with the Administrative Services for appropriate route schedules.

- b. The Institute will adopt flexible ruling on allowing employees to borrow equipment (lap top, computing devices, etc.) only for this period of GCQ within the domain of the department/unit, subject to monitoring and accountability report using the Borrower's Form to be accomplished by the staff, in coordination with the Property Management Service.
- c. Employees residing outside Metro Manila may be allowed to stay overnight in their respective workplaces with the proper recommendation by the Head of office/unit for approval by the Director of Administrative Services. This is to minimize travelling and movement of the employee as a precautionary measure of the Institute.

**C. REQUIRED FORMS FOR WORK SCHEME
COMMITMENT AND ACCOMPLISHMENT REPORT**

- 1. Form 1** - Individual Commitment Template for the Office Personnel Under Work-From-Home)

This form should be accomplished by the staff to record the tasks to be performed for the week, subject to approval of the Head of Office/Unit.

- 2. Form 2** - Accomplishment Report Template for the Office Personnel Under Work-From-Home)

This form should be accomplished by the staff and submitted to their respective head every Monday of the following week. The duly approved accomplishment report shall be submitted by the Head of office/unit to the Human Resource Management Services (HRMS).

For proper guidance.



EDITHA V. PILLO, Ed.D.
President



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FORM 1

(Individual Commitment Template for the office personnel under Work-from-Home)

I, _____ (*name of staff*), _____ (*Position*) of _____ (*Units*)
the _____
commit to deliver the following specific tasks for the
period _____

Specific Tasks/Deliverables

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
- _____
- _____
- _____
- _____

Submitted by

Printed name and signature

Approved

Unit Head



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FORM 2

(Accomplishment Report Template for the office personnel under Work-from-Home)

Name

Position

College/Unit

**Inclusive
Dates**

Actual Accomplishment/Outputs

1.

2.

3.

4.

5.

6.

7.

This is to certify that the abovementioned accomplishments were duly completed by the undersigned.

Printed name and signature

Approved

Unit Head

