



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

OFFICE OF THE PRESIDENT

**EARIST ADVISORY NO. 03, S. 2020
MAY 5, 2020**

(Plans after the Lifting of ECQ on May 15, 2020)

The EARIST Executive Officials in a series of meetings, including the Student Regent, before and after the zoom meeting of the NCR SUCs Presidents with CHED-NCR Director and CHED Commissioner Ronald L. Adamat on April 20, 2020 and the SUCs Presidents' meeting with CHED Chairperson J. Prospero E. de Vera on April 21, 2020 also via zoom, came up with proposed interventions in relation to the academic requirements of students, graduation, admission, and the flexible learning system and other possible modes of delivery in place of the in-campus learning that the Institute can adopt in the First Semester of Academic Year 2020-2021, in accordance with IATF Resolution No. 29, series of 2020.

The proposed interventions shall be subject to finalization upon recommendation of the EARIST Academic Council and approval of the EARIST Board of Trustees.

We primarily considered the safety and well-being of students, faculty, and employees, as well as how the College could address the concerns of its major stakeholder—the students, without compromising the quality of education.

An Internet Connectivity Readiness Survey will be conducted to determine the capabilities of both students and faculty to cope up with the flexible learning/teaching modes (on-line/google class, etc.).

Preliminarily, for the guidance of faculty and students, the Second Semester AY 2019-2020 is extended up to June 22, 2020 only for purposes of completing the requirements. There shall be no more Summer Classes. Admission for freshmen shall be via on-line.

The following **Working Protocol for Faculty Members and Non-Academic Personnel** shall be observed in order to limit the number of personnel inside the campus:

A. FACULTY

1. The faculty will be divided into two (2) groups, to be determined by the Dean and will be scheduled as follows:

- 1.1 Group A - will report from Monday-Wednesday
- 1.2 Group B - will report from Thursday-Saturday

NOTE that no faculty member shall be allowed to visit the school when it is not his schedule.

2. The College Deans/Directors/Associate Deans, and Chairpersons shall be required to report as members of the college/unit skeletal work force on an on-call basis.

B. NON-ACADEMIC PERSONNEL

1. Organic Employees

The non-academic personnel shall be required to report for work three (3) days a week, and the remaining two (2) days shall be devoted to work from home arrangement.

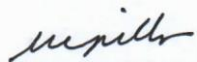
The immediate supervisor shall provide the work assignments for the two-day work from home which requires an output. The accomplishment report shall be submitted to the HRMS.

2. Job Order Personnel

The Job Order (JO) personnel shall render four (4) days a week with the following schedules to be determined by the supervisor:

- | | | |
|----------------------|-----------|------------------|
| 1. Monday - Thursday | 7:00-6:00 | Off Day - Friday |
| 2. Tuesday - Friday | 7:00-6:00 | Off Day - Monday |

Please be guided accordingly.


EDITHA V. PILLO, Ed.D
President