



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

EARIST ADVISORY NO. 2, S. 2021
March 22, 2021

**Observance of Operational Capacity
in Areas Under General Community Quarantine
(Work Arrangement)**

With the current surge in COVID-19 cases in the country, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), in its Resolution No. 104, series of 2021 dated March 20, 2021, placed the provinces of Bulacan, Cavite, Laguna, and Rizal, together with the highly urbanized cities of the National Capital Region and the Municipality of Pateros under General Community Quarantine and treated those areas as one Subject Area, with additional restriction measures in place in the entirety of such Subject Area, effective for the limited period of March 22, 2021 until April 4, 2021.

Subsequently, the Office of the President of the Philippines issued Memorandum Circular No. 85 dated March 19, 2021 directing government agencies and instrumentalities located in areas under General Community Quarantine (GCO) to observe a minimum of 30% to a maximum of 50% operational capacity beginning March 22, 2021 until April 4, 2021.

To comply with the aforesaid directive, the following Work Arrangements and Preventive Measures shall be implemented by the Institute effective for the period of March 23, 2021 up to April 4, 2021, to wit:

A. WORK ARRANGEMENTS

1. Work-From-Home Scheme

- Employees 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.

(submission of Accomplishment Report is required)

2. 3 days physically report to work, 1 day Work-from-Home

- Non-Teaching Personnel and detailed Faculty Members who render 40 hours service (*the head of office shall determine their schedules to limit the presence of personnel each day*) (submission of Accomplishment Report is required for WFH)

B. PREVENTIVE MEASURES

1. There will be suspension of the following activities for the period March 23, 2021 until April 4, 2021, such as:
 - 1.1 releasing of TOR and Other Credentials
 - 1.2 on-site payment
 - 1.3 mass gathering
2. Curfew hours from 9:00 P.M. to 5:00 A.M. shall be implemented inside the campus premises
3. Observe physical and social distancing of one meter apart at all times in the work places
4. Wearing of face mask and face shield
5. Frequent washing of hands with soap and water or with the use of hand sanitizers and/or alcohol
6. Disinfect work stations regularly
7. Be guided by EARIST Advisory No. 01, s. 2021 on the Revised Guidelines on Prevention and Control of EARIST Workplace and Employees for COVID-19 Pandemic.

Please be guided accordingly.


EDITHA V. PILLO, Ed.D.
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