



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

OFFICE OF THE PRESIDENT

**ADVISORY NO. 03, S. 2021**  
**March 28, 2021**

**Skeleton Work Force During the Enhanced  
Community Quarantine (ECQ) Effective  
March 29, 2021 Until April 4, 2021**


As the Enhanced Community Quarantine (ECQ) is again declared over the National Capital Region (NCR), Bulacan, Laguna, Cavite and Rizal effective at 12 A.M. on March 29, 2021 until April 4, 2021, work from home will be implemented for all personnel, including Job Order employees in EARIST Manila and Cavite Campus from March 29-31, 2021, with the exception of essential workers (skeleton work force) who will continue reporting physically. (The list of skeleton work force is attached).

Enrollment will be temporarily suspended and will resume on April 5, 2021.

There will be no on-site and in-person transactions during this period. All clients are advised to utilize online system, such as the following:

- ✓ Online Document Request System
- ✓ Online Payment
- ✓ Visitors' Appointment Scheduling System

Please be guided accordingly.

  
EDITHA V. PILLO, Ed.D.  
President