



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

OFFICE OF THE PRESIDENT

**EARIST ADVISORY NO. 10, S. 2020
AUGUST 18, 2020**

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

With the reimposition of General Community Quarantine (GCQ) in the National Capital Region and selected provinces for the period August 19-31, 2020, the following Alternative Work Arrangements (AWA) for the Non-Teaching and Teaching Personnel are hereby adopted, in accordance with the CSC Memorandum 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."*

I. ACADEMIC PERSONNEL

A. WORK FROM HOME

The following Academic Personnel shall be under the Work-From Home Arrangement during the period of General Community Quarantine

1. Regular faculty members who observe 30 hours.
2. Faculty members 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.**

Parameters:

Under the work-from-home scheme, the following conditions shall apply, to wit:

1. Faculty members are required to develop modules assigned by their department head. The learning content of the modules made shall reflect flexible learning strategies on content and use of learning

materials and objects, teaching and learning activities, class requirements, and evaluation/assessment.

2. Faculty members shall revisit and study their syllabi to prepare and incorporate modifications for appropriate flexible learning methods.
3. Faculty members shall attend the seminars/workshops/webinars to be conducted by the college/unit and/or the institute in preparation for the flexible learning methods which consist of offline/online instruction, particularly the utilization of the Google Suite platform.
4. Regular faculty members under the Work-from-Home (WFH) arrangement shall be required to accomplish the following:
 - 4.1. Revised Form 1 for their task/assignment and/or commitments subject to approval of the college dean/unit head, and the Revised Form 2 for their accomplishment report;
 - 4.2. Faculty members whose schedule for the first semester SY 2020-2021 is Monday, Tuesday, and Wednesday shall submit their accomplishment reports every Friday to their college dean/unit head;
 - 4.3. Faculty members whose schedule for the first semester SY 2020-2021 is Thursday, Friday, and Saturday shall submit their accomplishment reports every Tuesday of the following week to their college dean/unit head; and
 - 4.4. During the submission of accomplishment reports, the faculty members shall be required to “time in” and “time out” using the biometric for record purposes, but not required to observe official time.
5. The College Dean/Unit Head shall submit the accomplishment reports to the office of the Vice President for Academic Affairs (VPAA) for approval and endorsement to the Human Resource Management Services (HRMS). The requirement for the submission of weekly report is pursuant to the guidelines of CSC Memorandum No. 10, s. 2020,

thus: *5.7 Agencies shall adopt a monitoring mechanism such as submission of daily/weekly accomplishment report/s, etc., during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced.*

B. FACULTY MEMBERS WHO WILL BE REQUIRED TO REPORT

1. The College Dean/Unit Heads shall determine and recommend the faculty members who will be required to report in the exigency of the service, and whose functions and deliverables are priority.

C. COMPRESSED WORKWEEK ARRANGEMENT

1. The Vice Presidents, Deans, Campus Administrator, Directors, Faculty Members detailed at the office, Faculty Members with with special assignments, and Chairpersons who observe 40 hours will be under the four-day compressed work arrangement, and whose schedule will be determined by the VPAA/College Dean.

II. NON-ACADEMIC PERSONNEL

A. WORK FROM HOME

This scheme shall apply to:

1. Non-Academic Personnel 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 woman, and PWDs shall be under **work from arrangement**, *except when their services are indispensable under the circumstances or when Office work is permitted.*

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 Data Privacy Act of 2012.

B. FOUR-DAY COMPRESSED WORKWEEK

This scheme shall apply to:

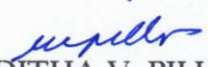
1. Non-teaching personnel
2. Job Order personnel
3. Frontliners (medical personnel, security personnel, janitorial personnel, and responders)
4. Directors, College and Board Secretary, and Chiefs of Offices.

Parameter:

1. 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

For proper guidance and compliance.



EDITHA V. PILLO, Ed.D.
President



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Form 1 (Revised)

Individual Commitment Template for the regular faculty members 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

Recommending Approval

Approved

Chairperson

College Dean/Unit Head



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Form 2 (Revised)

Accomplishment Report Template for the regular faculty members under Work-from-Home

Name _____
Position _____
College/Unit _____
Inclusive Dates _____

Actual Accomplishments/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

Recommending Approval

Chairperson

College Dean/Unit Head

Approved

FREDERICK C. PENA

VPAA