



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

**EARIST ADVISORY NO. 12, S. 2021
September 15, 2021**

**Work Arrangements
During the General Community Quarantine
With Alert Level 4**

The National Capital Region (NCR) is placed under General Community Quarantine (GCO) Alert Level 4, with the implementation of Granular Lockdown scheme starting September 16, 2021 up to September 30, 2021.

With this development, the following work arrangements shall be implemented in EARIST Manila effective September 16-30, 2021:

A. NON-TEACHING PERSONNEL

1. Work-From-Home (WFH) Scheme

- Employees who are 60 years old and above as well as those with immunodeficiency, comorbidities, or other health risks, pregnant women, and persons with disabilities (PWDs) shall be under **work from home**, and shall be required to submit weekly Accomplishment Report.

2. Two-Day Physical Reporting and Two Days WFH

- Non-teaching personnel shall render Two-Day Physical Reporting and Two-Day Work From Home, according to the following schedules:
 - Mondays and Wednesdays (7:00-6:00; 8:00-7:00; 9:00-8:00); and
 - Tuesdays and Thursdays - (7:00-6:00; 8:00-7:00; 9:00-8:00)
 - The Head of Unit shall determine the schedule of personnel in such a way that a staff is available from Monday to Thursday to render essential services, subject to approval of the President.
 - In the exigency of the service, the Head of Unit may request for four-day physical reporting of his staff following the alternate schedule and observing strict physical distancing in the office, subject to approval of the President.
 - For humanitarian consideration, in view of the present pandemic situation, a grace period of 30 minutes for time in, and 30 minutes grace period for time out shall be adopted. However, late and undertime in excess of thirty minutes shall be deducted from the earned leave credits. (Sub-paragraph 2 of paragraph 3, EARIST Union - Management Consultative Council

- Resolution No. 01, Series of 2021, “A Resolution Recommending the Implementation of the Formulated Internal Rules and Regulations Governing the Alternative Work Arrangements as Agreed by Both Parties in Compliance with CSC MC No. 18, S. 2020 and in Accordance with the Institute’s Collective Negotiation Agreement and Issued Advisories.”

3. Four-Day Physical Reporting

- Medical Personnel
- Job Order Employees
- Security Personnel
- Janitorial Personnel
- Drivers
- School Plant Division personnel

B. ACADEMIC PERSONNEL

1. Physical Reporting

- Only twenty percent (20%) of the faculty, including the Deans and Department/Program Heads shall be allowed to report on-site to attend to enrollment activities, strictly observing physical distancing in their respective workplaces.

Please be guided accordingly.



EDITHA V. PILLO, Ed.D.
President

