



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

**EARIST ADVISORY NO. 15, S. 2021  
October 29, 2021**

**Work Arrangements  
During the Extended General Community Quarantine  
(GCQ) Alert Level 3**

The General Community Quarantine (GCQ) Alert Level 3 remains in the National Capital Region (NCR), and now includes the provinces of Cavite, Laguna, and Rizal, from November 1-14, 2021.

With this development, the following work arrangements shall be in effect both in EARIST Main Campus and EARIST Cavite Campus for the period November 2-14, 2021:

**A. NON-TEACHING PERSONNEL/EXECUTIVE OFFICIALS/DETAILED FACULTY  
OBSERVING 40 HOURS/WEEK**

**1. Work-From-Home (WFH)/Two Days Physical Reporting and Two Days WFH**

- 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) may opt to **work from home**, subject to submission of medical certificate that they are proscribed to report physically, or choose **two days physical reporting and two days WFH**. Under the work from home scheme, an Accomplishment Report is required to be submitted weekly.

**2. Four-Day Physical Reporting**

- Non-teaching employees shall still follow the following schedules:
  - Monday to Thursday (7:00-6:00; 8:00-7:00; 9:00-8:00); and
  - Tuesday to Friday - (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 during Mondays and Fridays to render essential services.

- Executive officials and detailed faculty members observing 40 hours
  - Official time shall be according to the College class program

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 and Issued Advisories."

**B. ACADEMIC PERSONNEL**

- Faculty Members shall refer to the College class program for their official time.

Please be guided accordingly.

**EDITHA V. PILLO, Ed.D.**  
President

