



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

OFFICE OF THE PRESIDENT

**ADVISORY NO. 04, S. 2021**  
**May 15, 2021**

**Work Scheme During the General Community  
Quarantine (GCQ) With Heightened Restrictions**  
**Effective May 15, 2021 Until May 31, 2021**

The National Capital Region (NCR) and four (4) adjacent provinces Bulacan, Cavite, Laguna, and Rizal (NCR Plus) shift to stricter General Community Quarantine (GCQ) with the imposition of heightened restrictions effective May 15, 2021 until May 31, 2021, as announced by Malacanang. Under the heightened restrictions in the GCQ, 18-65 year-old persons are allowed to leave their homes.

With this development, the temporary suspension of on-site and in-person transactions both in EARIST Main Campus and EARIST Cavite Campus is hereby lifted effective May 17, 2021.

The following work arrangements shall apply from May 17-31, 2021, to wit:

**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 persons with disabilities (PWDs) shall be under work from home, with the requirement for the submission of weekly accomplishment report.

**2. 3 days physical reporting, 1 day work-from-home**

- Non-teaching personnel and detailed faculty members who render 40 hours service (*the head of the office shall determine their schedules to see to it that an office staff is available when*

- *others are on work-from-home*). 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 is adopted. However, late and undertime in excess of thirty minutes will be deducted from the earned leave credits or directly from the salary in the absence of 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.”  
(Submission of Accomplishment Report is required for the 1-day WFH)

Please be guided accordingly.

  
EDITHA V. PILLO, Ed.D.  
President