



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

EARIST ADVISORY NO. 6

June 1, 2020

GUIDELINES FOR THE REGULAR FACULTY MEMBERS AND PART-TIMERS/GUEST LECTURERS FOR BOTH UNDERGRADUATE AND GRADUATE PROGRAMS DURING THE EXTENSION OF SECOND SEMESTER, SY 2019-2020

In consonance with the CHED COVID Advisory No. 7 dated May 15, 2020 and the Institute's Intervention Plan after the Lifting of ECQ duly approved by the Board through BOT Referendum No. 01, s. 2020, the second semester of SY 2019-2020 is extended until June 22, 2020, to give time for the students and faculty members to complete the academic requirements.

GENERAL RULES

1. The regular faculty members and part-timers/guest lecturers for both undergraduate and graduate programs will not anymore be required to report back to school, hence they will only be allowed to visit the school to get the necessary documents/records/data relative to their teaching and/or work assignments to be done under work-from-home scheme.

2. The observance of working protocol limiting the number of personnel inside the campus is in place, thus the faculty members are advised to adopt flexible, blended, and other applicable modes to connect with their students.

3. The Faculty Members shall be required to submit Accomplishment Report and/or proof of engagement. The Head of office/unit shall furnish copies of the accomplishment reports to the Human Resource Management Services (HRMS), in compliance with the Work-From-Home provision of Civil Service Memorandum No. 10, s. 2020.

PROCEDURE:

1. Faculty members shall coordinate with the College Deans as to their schedule of visit to the school, subject to the approval of the Office of Administrative Services.

- 1.1 They will be divided into two (2) groups to be determined by the Dean/Unit Head and will be scheduled as follows:
 - 1.1.1 Group A will be allowed to enter the campus on Mondays and Tuesdays only.
 - 1.1.2 Group B will be allowed to enter the campus on Thursdays and Fridays only.
2. Faculty members must endeavor to reach out in any way possible and accessible for the students to comply their academic requirements, taking into consideration their economic status and technical capabilities.
3. Accomplishment Report shall be submitted to their unit head every Monday of the succeeding week using the following templates:
 - 3.1 Individual Commitment and Accomplishment Report for the regular faculty member (Form 3)
 - 3.2 Individual Commitment and Accomplishment Report for the part-timer/guest lecturer (Form 4)
4. All faculty members are required to post their grades within the encoding period from June 1 - 27, 2020.

For proper guidance.



EDITHA V. PILLO, Ed.D.
President



Form 3
Individual Commitment and Accomplishment Report
for the regular faculty member

Name _____
Academic Rank _____
College/Unit _____

Teaching Assignments for the _____ Semester, SY _____
Regular Load

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Overload/Extra Teaching Load

1. _____
2. _____
3. _____
4. _____

Actual Accomplishments for the period of _____ (inclusive dates)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

This is to certify that the abovementioned accomplishments were duly completed by the undersigned.

Prepared by

Printed name and signature

Attested by

Chairperson

Approved

Dean/Director/Campus Administrator



Form 4
Individual Commitment and Accomplishment Report
for the part-timer/guest lecturer

Name _____
College/Unit _____

Teaching Assignments for the _____ Semester, SY _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Actual Accomplishments for the period of _____ (inclusive dates)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

This is to certify that the abovementioned accomplishments were duly completed by the undersigned.

Prepared by

Printed name and signature

Attested by

Chairperson

Approved

Dean/Director/Campus Administrator