



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

**EARIST ADVISORY NO. 07, S. 2021**  
**June 30, 2021**

**Work Arrangements During the General Community  
Quarantine (GCQ) "with some restrictions"**

The NCR Plus (Metro Manila and Bulacan remain under the General Community Quarantine (GCQ) "with some restrictions" until July 15, 2021, along with the provinces of Rizal, Laguna and Cavite, which are currently placed under GCQ "with heightened restrictions". Thus, with further extension of the GCQ in these regions, the following work arrangements shall be in effect both in EARIST Main and EARIST Cavite Campus for the period July 1-15, 2021, to wit:

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**, with the requirement of the submission of weekly Accomplishment Report.

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

Non-Teaching Personnel and detailed Faculty Members who render 40 hours service (*the head of office shall determine their schedules to see to it that an office staff is available when others are on work-from-home*). Submission of Accomplishment Report is required for the 1-day WFH.

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. (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."

Further, non-teaching personnel and detailed faculty members who wish to observe four (4) days physical reporting due to the exigency of the service, may request approval from the head of the Agency.

Please be guided accordingly.

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

