



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

OFFICE OF THE PRESIDENT

EARIST ADVISORY NO. 08, S. 2020
JULY 30, 2020

**Guidelines on Alternative Work Arrangements for
Academic Personnel During the Month of August 2020**

The PVP period will end on August 2, 2020, and the Academic Personnel are expected to report for work starting August 3, 2020. However, with the prevailing threat of the COVID-19 pandemic to the health and safety of the returning faculty members, the Institute hereby adopted appropriate Alternative Work Arrangements (AWA), pursuant to the CSC Memorandum No. 10, s. 2020, *"Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of National Emergency Due to COVID-19 Pandemic"*, and classified them according to different categories, for the period August 3-28, 2020, with the following guidelines:

**CATEGORY A - FACULTY MEMBERS WHO WILL BE UNDER
WORK FROM HOME ARRANGEMENT**

1. Regular faculty members who observe 30 hours.
2. Faculty members who are **below 21 years old** and those who are **60 years old and above**, as well as those with immunodeficiency, comorbidities, or other health risks, pregnant women, and PWDs shall be under work from home arrangement, **except when their services are indispensable under the circumstances...**
3. Under Category A, the following conditions shall apply, to wit:
 - 3.1 Faculty members are required to develop modules assigned by their department head. The learning content of the modules made shall reflect flexible learning strategies on content and use of learning materials and objects, teaching and learning activities, class requirements, and evaluation/assessment.
 - 3.2 Faculty members shall revisit and study their syllabi to prepare and incorporate modifications for appropriate flexible learning methods.

- 3.3 Faculty members shall attend the seminars/workshops/webinars to be conducted by the college/unit and/or the institute in preparation for the flexible learning methods which consist of offline/online instruction, particularly the utilization of the Google Suite platform.
- 3.4 Regular faculty members under the Work-from-Home (WFH) arrangement shall be required to accomplish the following:
- 3.4.1. Revised Form 1 for their task/assignment and/or commitments subject to approval of the college dean/unit head, and the Revised Form 2 for their accomplishment report;
 - 3.4.2. Faculty members whose schedule for the first semester SY 2020-2021 is Monday, Tuesday, and Wednesday shall submit their accomplishment reports every Friday to their college dean/unit head;
 - 3.4.3. Faculty members whose schedule for the first semester SY 2020-2021 is Thursday, Friday, and Saturday shall submit their accomplishment reports every Tuesday of the following week to their college dean/unit head; and
 - 3.4.4. During the submission of accomplishment reports, the faculty members shall be required to "time in" and "time out" using the biometric for record purposes, but not required to observe official time.
4. The College Dean/Unit Head shall submit the accomplishment reports to the office of the Vice President for Academic Affairs (VPAA) for approval and endorsement to the Human Resource Management Services (HRMS). The requirement for the submission of weekly report is pursuant to the guidelines of CSC Memorandum No. 10, s. 2020,
- thus:
- 5.7 *Agencies shall adopt a monitoring mechanism such as submission of daily/weekly accomplishment report/s, etc., during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced.*

CATEGORY B - FACULTY MEMBERS WHO WILL BE REQUIRED TO REPORT

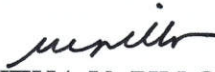

1. The College Dean/Unit Heads shall determine and recommend the faculty members who will be required to report in the exigency of the service, and whose functions and deliverables are priority.

2. Faculty Members who are required to report to their respective college/unit shall observe 30 hours, and whose schedule shall be determined by the College Dean/Unit Head.

CATEGORY C - FACULTY MEMBERS WHO WILL BE UNDER THE COMPRESSED WORKWEEK ARRANGEMENT

1. The Deans, Faculty Members detailed at the office, Faculty Members with special assignments, and Chairpersons who observe 40 hours will be under the four-day compressed work arrangement, and whose schedule will be determined by the VPAA/College Dean.

For proper guidance and compliance.


EDITHA V. PILLO, Ed.D.
President 



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Form 1 (Revised)

Individual Commitment Template for the regular faculty members under Work-from-Home

I, (name of staff), (Position) of the (Units)
commit to deliver the following specific tasks for the
period _____

Specific Tasks/Deliverables

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

Submitted by

Printed name and signature

Recommending Approval

Approved

Chairperson

College Dean/Unit Head



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Form 2 (Revised)

Accomplishment Report Template for the regular faculty members under Work-from-Home

Name

Position

College/Unit

Inclusive Dates

Actual Accomplishments/Outputs

1.

2.

3.

4.

5.

6.

7.

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

Printed name and signature

Recommending Approval

Chairperson

Approved

College Dean/Unit Head

FREDERICK C. PENA
VPAA