



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

EARIST ADVISORY NO. 10, S. 2021
August 21, 2021

Work Arrangements During the
Modified Enhanced Community Quarantine (MECQ)

The National Government, through the Inter-Agency Task Force (IATF), has placed the National Capital Region (NCR) and the province of Laguna under Modified Enhanced Community Quarantine (MECQ) from August 21, 2021 until August 31, 2021 due to the continuing threat of COVID-19 Delta variant.

Subsequent thereto, the following work arrangements shall be implemented in EARIST Manila and EARIST Cavite campuses for the period August 23-31, 2021:

1. **Skeleton (Skeletal) Workforce**


The designated skeleton workforce, as per Memorandum No. 024-2021 and No. 025-2021 dated August 21, 2021, will be reporting physically from August 23-31, 2021 to render essential services.

2. **Work-From-Home (WFH)**

Non-teaching employees and faculty members observing 40 hours who are not part of the skeleton workforce will be under the work-from-home scheme, and shall be required to submit weekly Accomplishment Report, in compliance with the General Guidelines No. 5.7 of the Civil Service Commission (CSC) MC 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.

Please be guided accordingly.


EDITHA V. PILLO, Ed.D.
President



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

OFFICE OF THE PRESIDENT

August 21, 2021

MEMORANDUM NO. 024-2021

TO : ALL CONCERNED

FROM : THE PRESIDENT

SUBJECT : SKELETAL WORK FORCE FOR AUGUST 23 - 31, 2021

1.0 With the National Capital Region (NCR) placed under Modified Enhanced Community Quarantine (MECQ) from August 21, 2021 until August 31, 2021 due to the continuing threat of COVID-19 Delta variant, the essential workers (skeleton workforce) who will be reporting physically according to their schedules, are hereby constituted as follows:

• **Office of the President**

- | | | |
|------------------------------|----------------------------------|-------------------|
| 1. The President | - As the Crisis Manager | - M/T/W/(on call) |
| 2. Gilda S. Familiara | - College & Board Secretary | - T/Th/(on call) |
| 3. Hannah Lorraine A. Casuga | - Staff, Office of the President | - M/W |
| 4. Encarnita Balaquit | - Utility, OP | - M/T |

• **OVPAA**

- | | | |
|--------------------------|---|-------------------|
| 1. Dr. Frederick C. Pena | - VPAA, signatory for checks
ADA/LDDAP | - M/T/W/(on call) |
| 2. Wilma Jennica Osorio | - Staff, OVPAA | - T/W |
| 3. Editha Coquilla | - Job Order, OVPAA | - T/W |

• **Financial Management Services**

- | | | |
|-----------------------------|--|--------------------|
| 1. Engr. Roberto M. Liwanag | - Director, FMS (signatory for
Payroll, DV, LDDAP and
Database | - M/T/Th/(on call) |
| 2. Mary Antonnette Aquino | - Preparation of Budgetary requirements
signatory for OBRs, BURs Fund 101/151 | - M/T/W |
| 3. Generoso Maningat | - preparation of remittance, vouchers
and special payrolls | - M/T/W |
| 4. Edwin Lara | - Funding, preparation of vouchers
OBRs and JEVs, Preparation of
Unliquidated obligations for Fund 101 | - M/T/W |

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5. Ronalyn Joy E. Mercado - Preparation of DV, JEVs for Fund 164 - T/W/Th
LDDAP and preparation of BIR 2307
 6. Danica Dela Cruz - Honorarium DTR processing and - T/W/Th
payroll database and usb preparation
 7. Digna G. De Guzman - Validation of Enrollees; payroll processing - T/W/Th
Of Casual, Job Order, remittances and
Honoraria; outgoing documents
 8. Flordelina I. Tipan - Preparation of City-paid remittances - M/T/W
Vouchers and special payroll
 9. Ervin Carl E. Rodriguez - Operations and Management responses - T/W/TH
to AOMs related to FMS
 10. Dr. Yolanda Lara - Preparation of Journals, FS and Supporting - M/T/W
Documents for COA AOMs
 11. Cristina Triñanes - Tax preparation - T/W/Th
RCI/JCI/LDDAP/ADA reports preparation
 12. Hiromi Kikuchi - MT assigned at FMS Directors Office - M/T/W
scanning of documents, Tagging of
UniFAST Scholars (prior years)
 13. Quinajon, Socorro - Updating of Withholding Tax of - M/T/W
employees with honorarium and
step increment
 14. Nuque, Anthony - BUR Preparation for Fund 164/165 - M/T
Updating of RAO Monitoring 2021
 15. Garcia, Ian Mark - Assist Honorarium Preparation / - T/W
Collate ARs and DTRs
 16. Nuñez, Matt Dommel - CHED-TES payroll and preparation - T/W
of attachments for Projects requesting payments

• **Administrative Services**

1. Mr. Noel A. Oriel - Director, Administrative Services - M/T/W
Signatory of BUR
2. Dr. Peggy M. Ochoa - School Physician - M/T/Th
3. Denlyn Diana Q. Ramos - Staff, Medical/Dental - M/W
4. Christylane B. Bagabaldo - Chief, HRMS (signatory of payroll) - M/Th/(on call)
5. Catherine P. Pototoy - Staff, HRMS (preparation of absences) - T/W
6. Annie A. Dimaguila - Staff, HRMS (prep. of appointments) - M/Th
7. Jocelyn P. Perez - Staff, HRMS - T/W/Th
8. Bianca Balinas - Job Order, HRMS - M/W
9. Elizabeth C. Gubaton - Cashier - M/T/W/(on call)
10. Teresita P. Belarmino - Cashier's Office - M/T/W/(on call)
11. Dr. Myrna V. Gulle - COA AOMs Focal Person - M/W
12. Joseph Reyes - Job Order, PS - T/W

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- | | | | | |
|--|---|--|---|-----------------|
| 13. Narwin V. Tepase | - | Job Order, PMS | - | T/W |
| 14. Thom Christopher V.
Del Rosario | - | Job Order, IIPDO | - | M/W |
| 15. Catalino Buenvenida | - | Chief, Motorpool (driver of the President) | - | M/T/W/(on call) |
| 16. Joel Navea | - | Driver | - | T/Th |
| 17. Charlie Villaceran | - | Driver | - | M/W |


•OVPREIA

- | | | | | |
|-------------------------|---|----------------|---|------|
| 1. Dr. Grant B. Cornell | - | VPREIA | - | T/W |
| 2. Jenina Sales | - | Staff, OVPREIA | - | M/Th |
| 3. Dr. Jesus Paguigan | - | Director, MIS | - | T/W |
| 4. Engr. Ronald Baral | - | Staff, MIS | - | M/T |
| 5. Mr. Edmund Almazan | - | Staff, MIS | - | W/Th |

•COA

- | | | | | |
|-----------------|---|----------------|---|-------|
| 1. Lea B. Casem | - | Job Order, COA | - | M/T/W |
|-----------------|---|----------------|---|-------|

2.0 For guidance and compliance.


EDITHA V. PILLO, Ed.D.
President

Cc: Officials Concerned
Records
File



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

OFFICE OF THE PRESIDENT

August 21, 2021

MEMORANDUM NO. 025-2021

TO : ALL CONCERNED

FROM : THE PRESIDENT

SUBJECT : REVISED SKELETAL WORK FORCE IN THE ACADEMIC SECTOR

1. With the National Capital Region (NCR) placed under Modified Enhanced Community Quarantine (MECQ) from August 21, 2021 until August 31, 2021 due to the continuing threat of COVID-19 Delta variant, the essential workers (skeleton workforce) who will be reporting physically according to their schedules, are hereby constituted as follows:

COLLEGE OF ARCHITECTURE AND FINE ARTS

1. Prof. Rowena J. Macahiya - MTW
2. Mr. Louie P. Pereira - TW

COLLEGE OF ARTS AND SCIENCES

1. Dr. Raymund Bolalin - MTW
2. Ms. Ma. Angelica Lumpayao (JO) - TW

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

1. Dr. Willy O. Gapasin - MTW
2. Ms. Wenejean Verana (JO) - TW

COLLEGE OF CRIMINAL JUSTICE EDUCATION

1. Prof. May Liza N. Cañas - MTW
2. Mr. Juan Leonardo Britanico - TW

COLLEGE OF EDUCATION

1. Dr. Eleonor T. Salvador - MTW
2. Mr. John Harvey Marchan (JO) - TW

COLLEGE OF ENGINEERING

1. Engr. Apolinario S. Sollano - MTW
2. Prof. Allan Q. Quismundo - TW

COLLEGE OF HOSPITALITY AND TOURISM MANAGEMENT

1. Dean Maria Rhoda D. Dinaga - MTW
2. Prof. Tenie P. Lirazan - TW

COLLEGE OF INDUSTRIAL TECHNOLOGY

1. Dr. Josie R. Sonio - MTW
2. Prof. Ariel Tobias - TW

GRADUATE SCHOOL

1. Dr. Marlene M. Monterona - MTW
2. Ms. Gretel Cheriz Baldonado (JO) - TW

DI Office

1. Prof. Roel P. Balayan - MTW
2. Ms. Ivy Bestudio (JO) - TW


SARRMS

1. Ms. Julie Ann O. Espiritu - MTW
2. Ms. Esperanza Jacinto - TWTh
3. Ms. Mae Solis - TWTh
4. Mr. Joel Abarra - MTW

ICT

1. Mr. Ferdinand DP. Alvaro - MTW

3.0 For guidance and compliance.


EDITHA V. PILLO, Ed.D.
President

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