



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel Nos.: (043) 980-0385 loc. 1122

Email Address: batstateu_secretary@gmail.com Website Address: <http://www.batstate-u.edu.ph>

EXCERPT FROM THE MINUTES OF THE FIRST (1st) QUARTER REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD VIA ZOOM MEETING ON 24 JULY 2020, 10:00AM

PRESENT:

- | | | |
|---|---|------------------|
| Dr. LILIAN A. DE LAS LLAGAS
CHED Commissioner | - | Chairperson |
| Dr. TIRSO A. RONQUILLO
University President | - | Vice-Chairperson |
| Mr. JOHN BRYAN A. DIAMANTE
Representative of Sen. Emmanuel Joel J. Atienza | - | Member |
| Cong. RANEO E. ABU
Representative of Cong. Mark O. Go | - | Member |
| Dir. LUIS G. BANUA
Director, NEDA – Region IV-A | - | Member |
| Dir. ALEXANDER R. MADRIGAL
Director, DOST – Region IV-A | - | Member |
| Mr. FAUSTINO RICARO G. CAEDO
Private Citizen Representative | - | Member |
| Engr. LADISLAO L. ANDAL
Private Sector Representative | - | Member |
| Engr. AMANDO A. PLATA
Alumni Regent | - | Member |
| Dr. JESSE NELSON P. LLANA
Faculty Regent | - | Member |
| Mr. ARVIN LLOYD J. ATIENZA
Student Regent | - | Member |
| Prof. ENRICO M. DALANGIN
Board and University Secretary | - | Head Secretariat |

OTHERS PRESENT:

- | | | |
|-----------------------------|---|--|
| Dr. AMELIA A. BIGLETE | - | Director, CHED Regional Office IV-A |
| Ms. BLAISDELLE C. REGACHO | - | Executive Assistant, Comm. De Las Llagas |
| Prof. ROGELIO A. ANTENOR | - | VPAA |
| Atty. LUZVIMINDA C. ROSALES | - | VPAF |
| Ms. LOUWELYN L. ANDAL | - | Technical Staff |

Res. No. 106, S. 2020

WHEREAS, the Batangas State University encourages operating units to accommodate the needs of personnel by establishing alternative work schedules to the extent possible and consistent with the requirements of the operating unit and by applicable laws, rules and regulations;

WHEREAS, the University must be appropriately staffed at all times in order to effectively pursue its educational mission;

WHEREAS, in recognition of the wide range of professional responsibilities and duties required of University personnel, there may be special circumstances in which alternative work arrangement can be implemented so as to optimally balance the needs of the University and its personnel;

MD

Certified True Copy of the Original

MD
ENRICO M. DALANGIN

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel Nos. : (043) 980-0385 loc. 1122

Email Address: batstateu.secretary@gmail.com Website Address: <http://www.batstate-u.edu.ph>

EXCERPT FROM THE MINUTES OF THE FIRST (1st) QUARTER REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD VIA ZOOM MEETING ON 24 JULY 2020, 10:00AM

WHEREAS, the decision to establish an alternative work schedule is the sole discretion of the University and it is not required that alternative work schedules be uniformly available to all positions in a department or operating unit;

WHEREAS, not every function is conducive to such alternative scheduling because of the requirements of operating units and by applicable laws, rules and regulations;

WHEREAS, the Proposed Guidelines on the Work Arrangement for the Continuity of University Operations due to Special Circumstances and Emergency Situation was formulated in accordance with the following laws and regulations among others:

- CSC MC No. 10, s. 2020, dated 07 May 2020;
- CSC MC No. 07, s. 2020, dated 11 March 2020;
- CSC Announcements No. 12 and 13 series of 2020;
- Memorandum Circular No. 38, s. 1992;
- Memorandum Circular No. 41 30, s. 1994; and
- Memorandum Circular No. 33 consistent with Section 3, Article IX-B of the 1987 Constitution.

WHEREAS, the Proposed Guidelines on the Work Arrangement for the Continuity of University Operations due to Special Circumstances and Emergency Situation was presented to the Administrative Council of the University and after thorough discussion and deliberation, it was approved through Resolution No. 0512-02, s. 2020;

WHEREAS, the matter was presented to the Finance Committee and was endorsed for the approval of the board through Resolution No. 64, s. 2020.

WHEREAS, the matter was presented to the Board of Regents during its 1st Quarter Meeting on July 24, 2020 and the management was advised that the appropriate title for the guidelines is Business Continuity Plan.

NOW, THEREFORE:

BE IT RESOLVED, AS IT IS HEREBY RESOLVED that the Board of Regents after thorough discussion and deliberation, approved the BatStateU Business Continuity Plan.

Attached and made as an integral part of this resolution is the copy of the BatStateU Business Continuity Plan.

APPROVED.

Certified Correct:

ENRICO M. DALANGIN
Secretary

Certified True Copy of the Original

EMD | BatStateU

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

BUSINESS CONTINUITY PLAN

I. Rationale

Fiscal year (FY) 2020 becomes the litmus test on the readiness of government agencies' operations in face of different emergency situations. On 12 January 2020, the Taal Volcano's unrest temporarily stopped the delivery of services of the University for a couple of days and even resulted to the adjustment of the collegiate calendar. To date, the volcanic activity thereof is still abnormal, hence, it is considered as a continuing threat to the operations of BatStateU. Just when the province is still recovering from the effects of Taal Volcanos' unrest, on 30 January 2020, the Philippines recorded its first confirmed case of the coronavirus disease of 2019 (COVID-19).

The spread of the virus immediately escalated to the declaration of COVID-19 as a Public Health Emergency of International Concern which again disrupted the continuous operations of the University. Efforts to contain the virus include the declaration of the Enhanced Community Quarantine over Entire Luzon issued by the Executive Secretary on 15 March 2020. The quarantine commencing March 17 and lasting May 15 premised the issuance of the Civil Service Commission (CSC) of Announcement No. 12 and 13, series of 2020.

The former gave agency heads the discretion to formulate and implement alternative work arrangements that will ensure delivery of public service with due observance of social distancing policy and other preventive health measures, such as but not limited to skeleton staff, work from home, compressed work week, and staggered working hours. On the other hand, CSC Announcement No. 13 limited the work arrangement to work from home. All these is not to mention other natural and manmade calamities and other situations which may disrupt University operations, examples of which are typhoons, earthquakes and other causes of suspension of classes including the conduct of different University events.

All special circumstances and emergency situations pose serious operational and financial risks to the University. The requirement of the assessment of risks and placing contingencies by the 10-year Strategic Plan applies all the more in these trying times. Risks posed by the continued non-operation of some offices must be balanced by the health and safety considerations and must be further balanced by the limitations on personnel capability. Hence, there is a need to formulate concrete work arrangement guidelines under special circumstances and during emergency situations.

Certified True Copy of the Original

Digitally signed by
Dalangin Enrico Magbao
Date: 2020.08.19
13:23:12 +08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

II. Legal Bases

1. CSC MC No. 10, s. 2020, dated 07 May 2020, which provides for Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic. This circular allows agencies to adopt any or a combination of the following alternative work arrangements: (a) work from home; (b) skeleton workforce; (c) four-day (compressed) work-week; (d) staggered working hours; and (e) other alternative work arrangements.
2. CSC MC No. 07, s. 2020, dated 11 March 2020 providing for Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922. Item 4.0 (a) of the MC mandates agencies to formulate their internal rules and regulations governing the implementation of the alternative work arrangements
3. CSC Announcements No. 12 and 13 series of 2020 which allow alternative work arrangements during the COVID-19 pandemic. This manifests the encouragement of a flexible working arrangement to answer existing and future special circumstances and emergency situations;
4. The recognition of CSC of the importance of providing healthy and safe work environment for the government workforce by promulgating Memorandum Circular No. 38, s. 1992 dated September 30, 1992 (Physical and Mental Fitness Program for Government Employees); Memorandum Circular No. 41 30, s. 1994 dated September 8, 1994 (Checklist of Reasonable Working Conditions in the Public Sector) and Memorandum Circular No. 33 dated December 22, 1997 (Policy on Working Conditions in the Workplace). This is consistent with the CSC's constitutional mandate under Section 3, Article IX-B of the 1987 Constitution which provides that it must adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service.

III. Scope

This policy shall cover all personnel of Batangas State University, regardless of employment status and shall be equally applicable to all campuses of the University. However, the extent of application of this policy to personnel with no employer-employee relationship shall be limited to that allowed by applicable laws, rules and regulations.

IV. Definition of Terms

As used in this policy, the following terms are hereby defined:

1. **Alternative Work Arrangement/Schedule.** - this is the collective term for the skeleton staff arrangement and telecommuting/work from home.

Certified True Copy of the Original

Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:23:59
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

2. **Essential Services.** - these services refer to those which are absolutely necessary for the continuous operations of the University. The term “essential services” includes, but is not limited to:
 - a. general services;
 - b. ICT services;
 - c. security services;
 - d. medical services;
 - e. financial services;
 - f. administration services;
 - g. services of the Incident Management Team (IMT); and
 - h. other services as may be deemed by the University as essential service depending on special circumstance or emergency situation

3. **Skeleton Staff Arrangement.** – it refers to an arrangement wherein a minimum number of employees needed for vital University operations are required to physically report to work when people do not normally work, or full staffing is not necessary.

4. **Special Circumstance and Emergency Situation.** - refers to situations that poses an immediate risk to health, life, property, or environment. It is a state, especially of need for help or relief, created by some unexpected event and which require immediate and extraordinary action. It includes, but is not limited to, epidemic/pandemic, state of calamity, state of national emergency and those declared by the national government as a special circumstance and/or an emergency situation.

This term shall also refer to special circumstances and emergency situations which are local in scope such as those affecting only the locality where the University or a campus thereof is situated and/or those special circumstances and emergency situations which are peculiar to the University.

5. **Telecommuting/Work from Home.** - it refers to a work arrangement that allows personnel to work from an alternative workplace/home with the use of telecommunication and/or computer technologies. It is an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.

Certified True Copy of the Original

Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19
13:33:43 +08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

V. General Guidelines and Policies

1. The University encourages operating units to accommodate the needs of personnel by establishing alternative work schedules to the extent possible and consistent with the requirements of the operating unit and by applicable laws, rules and regulations.
2. The University must be appropriately staffed at all times in order to effectively pursue its educational mission. In recognition of the wide range of professional responsibilities and duties required of University personnel, there may be special circumstances in which alternative work arrangement can be implemented so as to optimally balance the needs of the University and its personnel.
3. The decision to establish an alternative work schedule is the sole discretion of the University. It is not required that alternative work schedules be uniformly available to all positions in a department or operating unit. Not every function is conducive to such alternative scheduling because of the requirements of operating units and by applicable laws, rules and regulations.
4. An alternative work schedule may be discontinued, temporarily suspended, or altered if work needs change or if service is impaired unless prohibited by an existing law, rule, regulation or issuance of the national government. Hence, if other emergencies whether natural or man-made occur during the implementation of alternative work arrangement, the University shall suspend the work arrangement to allow a new arrangement as necessarily appropriate to the contingent emergency. Upon passing of the contingent emergency as contemplated herein, the alternative work plan shall automatically be observed. Personnel under work from home arrangement who are necessary personnel for mitigation and response measures to address the contingent emergency shall report to school or in any work station as ordered.
5. Teaching personnel shall not report to work when the special circumstance and/or emergency situation resulted to the suspension of classes. They, however, should conduct make-up classes to recover for lost time (CMO No. 19, s. 2005). This rule shall not apply to faculty members on employee basis and those with designation and/or special assignment. They shall be covered by alternative work arrangement as may be applicable to non-teaching personnel.

Nevertheless, teaching personnel must still perform their quasi-teaching administrative duties at home which can be possibly performed during the class suspension.

6. All personnel, be it part of skeleton staff or work from home personnel, must render work for at least forty (40) hours a week. The hours rendered under skeleton staff arrangement and work from home arrangement shall be added in the computation of the total hours rendered.

In case the duty or work schedule of an employee assigned as a skeleton workforce falls on a regular holiday, the required 40-hour workweek shall be considered as complied. However, if the employee is required to report, he or she should be entitled to additional compensation like overtime or compensatory time off (CTO), among others.

Certified True Copy of the Original



Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:34:07
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

VI. Skeleton Staff Arrangement (SSA)

A. APPLICABILITY AND CONSIDERATIONS

1. SWA shall be available under the following conditions:
 - a. The national government allows and/or limit the working arrangement to the adoption of skeleton staff;
 - b. This shall only be applied to offices/personnel whose function is so vital and important for the continuous operations of the University and/or whose services are indispensable to assure the delivery of essential services despite the existence of special circumstances or emergency situations.
2. The provisions of the immediately preceding item notwithstanding, the University, based on its sound judgment, may require certain personnel to be part of SSA to assure continuity of University operations in cases of special circumstances/emergency situations which are local in scope.
3. Employees shall report to work on a rotation basis and each must render the number of days as may be determined by the head of office/department/unit. A Skeleton Staff Arrangement Plan (SSAP) using the **Attachment A**¹ for the whole month must be consolidated by the Deans/Directors and must be submitted to the Vice President/Executive Director concerned for recommendation for University President's approval. Specific procedure is outlined under Section VIII hereof.
4. Consideration must be given to the elderly/senior citizens, employees with health conditions, pregnant women and those employees residing outside the municipality/city where the campus is located who take mass transport, NOT to be part of the skeleton staff. However, to the extent possible, they may be required to adopt a work from home scheme. Those residing near the campus and those with personal vehicle service may be part of the skeleton staff. Unit heads shall see to it that only those who are fit to work shall be allowed to report for work.
5. The payment of services of those who are part and not part of the skeleton staff shall be subject to prevailing rules and regulations during the special circumstance or emergency situation.
6. The implementation of SSA shall be complemented by telecommuting/work from home arrangement when the situation allows.

B. GENERAL WORK RULES

1. Depending on the special circumstance or emergency situation, all health and safety protocols of the University, of the local government units (LGUs) concerned and of the national government, whichever is applicable, must be observed.

¹ Include also in this template those who will be working from home at specific dates.

Certified True Copy of the Original



Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:34:34
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

2. Whenever possible and appropriate, the University may provide transportation to personnel who are required to be part of the skeleton staff. If, despite the provision of transportation and in the absence of the requirements of items 3.a.1 to 3.a.3 of this Section, the personnel unjustifiably refuse to report to work, such act shall be dealt with in accordance with Section X of these guidelines.
3. If one is unable to report on a particular day as part of skeleton staff, the following must be followed:
 - a. For permanent, temporary, casual and contractual personnel, they must have to file their CSC Form 6 (Leave Form) online. The usual rules on leave shall be applied and absences shall not be paid if there are no available leave credits. Further, the rules on absences and tardiness under the Civil Service rules and regulations shall still be applied. However, he/she may opt to work from home during that particular day, in which case, there is no need to file CSC Form 6 but such change of work arrangement must be approved by the supervisor and by the Dean/Director concerned. Such change in the arrangement must be stated both in the accomplishment reports in SSAP and WHAP.

In case, however, that the absence/non-availability (both as part of the skeleton staff and work from home) of the personnel is because of the following, there shall be no deduction of leave credits and the rules on absences and tardiness under the CSC rules shall not apply:

- a.1. The absence/non-availability is due to cause/s attributable to the special circumstance or emergency situation;
- a.2. The cause of absence/non-availability, while attributable to the special circumstance or emergency situation, is free from any misconduct and/or negligence of the personnel; and
- b. For personnel with no employer-employee relationship, they must have to inform their supervisor in writing copy furnished the HRMO (electronically sent). Their absence/s shall be deducted from their salaries/wages. However, he/she may opt to work from home during that particular day, in which case, there is no need to file the required written notification but such change of work arrangement must be approved by the supervisor and by the Dean/Director concerned. Such change in the arrangement must be stated both in the accomplishment reports in SSAP and WHAP.

VII. Telecommuting/Work from Home.

A. APPLICABILITY AND CONSIDERATIONS

1. Telecommuting/work from home shall be available under the following conditions:
 - a. There is an issuance by the national government which allows and/or limit the working arrangement to the adoption of work from home only or skeleton staff arrangement;

Certified True Copy of the Original

Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:34:59
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

- b. The personnel involved must have laptop/desktop computers or any device which will facilitate the performance and completion of the assigned task. Access to internet is likewise indispensable for this arrangement;
 - c. The nature and function of the office where the personnel are assigned do not preclude the application of telecommuting/work from home arrangement;
 - d. The telecommuting/work from home arrangement plan is approved by the University.
2. Telecommuting/work from home includes works/deliverables that are portable and can be accomplished remotely from the physical locations (e.g. cloud computing) of the University such as:
- a. the quasi-teaching administrative duties (on-line consultation, preparation of lesson, checking of papers, and research and extension services works which can be accomplished at home);
 - b. work team/committee assignments/deliverables;
 - c. project work, including but not limited to, drafting of proposals/project or feasibility studies/training modules and similar tasks;
 - d. improvement of office work plan in consonance with the operational plan and strategic plan;
 - e. updating/review of the office's online system as part of the Electronic Monitoring and Coordination Center (EMC²) project/computer programming/database maintenance.
 - f. research;
 - g. policy formulation/review/amendment;
 - h. data encoding/processing;
 - i. adjudication of cases or review of cases, including legal work;
 - j. budget planning and forecasting;
 - k. recording, examination and interpretation of financial records and
 - l. evaluation and formulation of accounting, auditing and management control systems;
 - m. design work/drafting of drawing plans;
 - n. preparation of information materials;

Certified True Copy of the Original



Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:35:26
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

- o. sending/receiving e-mail;
- p. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
- q. other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.

B. GENERAL WORK RULES

1. All departments/offices/divisions/units must prepare a Weekly Work from Home Arrangement Plan (WHAP) using **Attachment A**². The weekly targets must be consolidated by the Deans/Directors and to be submitted to the Vice President concerned for recommendation for University President's approval prior to the start of every work week. Specific procedure is outlined under Section VIII hereof.
2. Personnel under this arrangement must maintain a weekly work schedule that is equivalent to the at least eight (8) hours a day or at least forty (40) hours a week. However, hours rendered for being part of the skeleton staff shall be considered in the total hours rendered for the week.
3. In monitoring the work hours of personnel, the supervisors must device their respective monitoring tools. However, supervisors must submit to the HRMO within 2 calendar days after each cut-off the timesheets of his/her personnel with the corresponding accomplishments.³
4. Work from home shall not start earlier than 7:00 o'clock in the morning and end later than 7:00 o'clock in the evening. Supervisors shall, however, ensure that the all personnel are available for work from 8:00 o'clock in the morning to 5:00 o'clock in the afternoon.
5. Due to the special nature of the arrangement, personnel who are under the work from home arrangement shall not be entitled to overtime payment.
6. If a staff is unable to have himself/herself available, the following should be followed:
 - a. For permanent, temporary, casual and contractual personnel, they must have to file their CSC Form 6 (Leave Form) online. The usual rules on leave shall be applied and absences shall not be paid. Further, the rules on absences and tardiness under the Civil Service rules and regulations shall still be applied.

² Both SSAP and WHAP must appear in Attachment A.

³ Attachment B.

Certified True Copy of the Original

Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:35:56
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

In case, however, that the absence/non-availability of the personnel is because of the following, there shall be no deduction of leave credits and the rules on absences and tardiness under the CSC rules shall not apply:

- a.1. The absence/non-availability is due to cause/s attributable to the special circumstance or emergency situation;
 - a.2. The cause of absence/non-availability, while attributable to the special circumstance or emergency situation, is free from any misconduct and/or negligence of the personnel; and
 - b. For personnel with no employer-employee relationship, they must have to inform their supervisor in writing copy furnished the HRMO (electronically sent). Their absence/s shall be deducted from their salaries/wages.
7. Since it is only an interim arrangement, the University shall not be responsible for any costs that are associated with the personnel using their home as an alternative worksite, for example, electricity, internet subscription, cellular phone load and similar expenditures.
 8. University rules on Data Privacy must be observed in all processes under this work arrangement. To this end, all personnel under this work arrangement shall sign an individual Pledge of Confidentiality of Information, to ensure protection of data used and processed by the employees pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012.

VIII. Specific Procedures for the Alternative Work Arrangements

Alternative Work Arrangement	Procedure	Documentary Requirements	Considerations in the Evaluation of Applicable work arrangement of Personnel
Skeleton staff arrangement	<ol style="list-style-type: none"> 1. The supervisor, in consultation with his/her personnel shall prepare a skeleton staff arrangement plan showing the start and end of working hours and working days of each personnel. 2. The skeleton staff plan shall be submitted to the Director/Dean and 	Alternative Work Arrangement Plan	<p>The evaluation will take into account the following factors:</p> <ol style="list-style-type: none"> a. Whether the office/personnel's function is so vital and important for the continuous operations of the University and/or whose services are indispensable to assure the delivery of essential services despite the existence of special

Certified True Copy of the Original

Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:36:26
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

	<p>VP/ED concerned for recommending approval. The VP/ED shall then consolidate the work arrangement plan of all the component departments within his/her office for approval by the University President.</p> <p>3. Once approved, the department/unit concerned shall forward a copy of the approved plan to the HRMO.</p> <p>4. In addition, supervisors, with the recommending approval of the Director/Dean and VP/ED and approval of the University President may modify the arrangement in consonance with the operational requirements of the department/unit and other prevailing conditions.</p> <p>However, for purposes of Section VI-B (8.a and 8.b), it is sufficient that the modification of WHAP is approved by the Dean/Director concerned but the Vice President</p>		<p>circumstances or emergency situations;</p> <p>b. Whether the personnel is an elderly/senior citizens, with health conditions, pregnant and/or residing outside the municipality/city where the campus is located who takes mass transport and other analogous cases.</p>
--	--	--	---

Certified True Copy of the Original



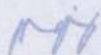
Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:37:02
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

	<p>concerned must be informed of such changes.</p> <p>In all cases, any modification of the plan must be communicated to the HRMO in writing.</p> <p>3. Within 2 calendar days after every cut-off (15th/30th/31st day), departments/offices /divisions/units must submit to the HRMO the duly signed timesheets of his/her personnel in order to process the payment of salaries.</p>	Individual Alternative Work Arrangement Accomplishment Report	
Telecommuting/work from home	<p>1. The supervisor, in consultation with his/her personnel shall prepare a work from home arrangement plan</p> <p>2. The work arrangement plan shall be submitted to the Director/Dean and VP/ED concerned for recommending approval. The VP/ED shall then consolidate the plans of all the component departments within his/her office for approval by the University President.</p>	Alternative Work Arrangement Plan	<p>The evaluation will take into account the following factors:</p> <ol style="list-style-type: none"> 1. Personnel involved must have laptop/desktop computers or any device which will facilitate the performance and completion of the assigned task. Access to internet is likewise indispensable for this arrangement; 2. Whether the position has clearly defined work that can be accomplished off-site; 3. Whether there are position requirements that cannot be met

Certified True Copy of the Original



Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:39:33
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

	<p>3. Once approved, the department/unit concerned shall forward a copy of the approved plan to the HRMO.</p> <p>4. The supervisor shall cause the establishment of an online platform where the outputs can be submitted and monitored. It shall be the primary duty of the supervisor to monitor the accomplishment of activities/tasks as stated in the approved WHAP.</p> <p>5. At the end of every work week, the supervisor shall submit to the Director and VP/ED his/her office's accomplishment report.</p> <p>6. The arrangement shall be automatically terminated upon the cessation of the public health emergency. However, supervisors, with the recommending approval of the Director/Dean and VP/ED and approval of the University President may modify the arrangement in consonance with the operational requirements of the</p>		<p>from an off-site location;</p> <p>4. Whether there are effective methods for communicating between the personnel and supervisor;</p> <p>5. Expectations for availability during the work day; and</p> <p>6. Risk on data breach.</p>
--	--	--	---

Certified True Copy of the Original



Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:44:39
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

	<p>department/unit and other prevailing conditions.</p> <p>However, for purposes of Section VI-B (8.a and 8.b), it is sufficient that the modification of WHAP is approved by the Dean/Director concerned but the Vice President concerned must be informed of such changes.</p> <p>In all cases, any modification of the plan must be communicated to the HRMO in writing.</p> <p>4. Within 2 calendar days after every cut-off (15th/30th/31st day), departments/offices /divisions/units must submit to the HRMO the duly signed timesheets of his/her personnel in order to process the payment of salaries.</p>	<p>Alternative Work Arrangement Plan</p>	
--	---	--	--

Those who cannot be part of skeleton staff and work from home either because of being high risk individuals or because of lack of equipment/device at home shall be listed and consolidated⁴ by Deans/Directors and submitted to the Vice President concerned. The list shall state the reason for non-inclusion of the personnel in the SSAP/WHAP and the recommended action/s to be taken by the University.

IX. Responsibilities

1. Personnel

⁴ Attachment C.

Certified True Copy of the Original

MD
Digitally signed by Dalangin Enrico Magboo
Date: 2020.08.19 13:45:04 +08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

- 1.1. Each personnel shall have the responsibility to abide by the alternative work arrangement plan.
 - 1.2. He/she must make himself/herself available during the hours of reporting.
 - 1.3. He/she must maintain a schedule that does not negatively impact the workload or productivity of coworkers either by shifting burdens or by creating delays or additional steps in work flow and processes.
 - 1.4. In case of telecommuting/work from home arrangement, he/she must submit a daily accomplishment to his/her immediate supervisor. Further, he/she shall be directly responsible for the costs incurred for any work at home such as utilities and internet connection.
 - 1.5. He/She must ensure that confidential and other data and information protected by law is adequately secured and not divulged to unauthorized persons.
2. Unit Heads/Assistant Directors. Unit Heads shall be primarily responsible for the implementation, monitoring, reporting and evaluation of the applicable alternative work arrangement as regards his/her personnel. To this end, he/she must cause the preparation of appropriate tools for the successful implementation of the arrangement.
 3. Department Heads/Deans/Directors. They shall be responsible for monitoring, reporting and evaluation of the units under them. They shall likewise assess the efficiency and effectiveness of the arrangement and submit necessary recommendation/s to the Vice President concerned. Hence, to ensure that the departmental needs are being met, supervisors should review the alternative work schedule periodically or as circumstances which led to the approval of an alternative work schedule change; alternative work schedules should include a specific time-frame, such as a semester, to support the review process.
 4. Vice Presidents and Executive Directors. They shall be responsible for monitoring, reporting and evaluation of the departments under them. They shall evaluate the propriety of the assessment of the department heads/deans/directors and submit recommendation/s to the University President.
 5. Administration and Finance Groups. The appropriate office under the administration and finance shall be responsible for:
 - 5.1. Recording services rendered of the personnel under an alternative work arrangement. The office shall submit reports as may be required by the management.
 - 5.2. Assuring timely processing of salaries/wages of the personnel as may be allowed by existing accounting and auditing rules as well as additional issuances by the national government;
 - 5.3. Providing adequate medical, security and housekeeping services to personnel who are physically reporting to their respective work sites; and

Certified True Copy of the Original



Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:45:32
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

5.4. Other responsibilities as may be deemed by the University as necessary.

6. Information and Communications Technology Services. The ICT office shall be responsible for the development and continuous maintenance of appropriate platforms to support the alternative work arrangements as herein provided. Within fifteen (15) days from the effectivity of this policy, the ICT office shall submit to the University President a comprehensive report on the analysis of the adequacy of ICT services *vis a vis* its responsiveness to special circumstance and emergency situations and submit recommendations and action plan relative thereto.
7. Public Relations Office. This office shall be primarily responsible for updating the University's stakeholders of any changes in the work schedule of the University in response to special circumstances and emergency situations.

X. Sanctions

Any violation of these guidelines shall be dealt with in accordance with the provisions of the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACCS) and any amendment or revision thereof.

XI. Effectivity

This policy document shall be effective upon approval of the Executive Committee.

Certified True Copy of the Original



Digitally signed by
Dalangin Enrico Magboo
Date: 2020.08.19 13:46:00
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents