



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

2 June 2020

MEMORANDUM NO. 095
Series of 2020

TO : **All Vice Chancellors, Deans, Directors, Department and Office Heads**

SUBJECT : **Work Arrangements and Health and Safety Protocols to be Observed During the State of Public Health Emergency and the General Community Quarantine (GCQ) Period**

With the State of Public Health Emergency throughout the country due to COVID-19 under Proclamation No. 922 still in effect and the transition to General Community Quarantine (GCQ), the following work arrangements and guidelines consistent with Memorandum Circular No. 10, of the Civil Service Commission, issued on 7 May 2020, are hereby adopted for the University effective 8 June 2020:

1. Four-day (compressed) workweek

- a. A four-day workweek from Monday to Thursday is hereby adopted in the University for the duration of the GCQ and the State of Public Health Emergency.
- b. The revised daily work schedule shall be from 7:00 am to 12:00 noon in the morning and from 1:00 pm to 6:00 pm in the afternoon for a total of forty (40) hours per week.
- c. The four-day workweek will not apply to the personnel of the University Police Force and other security/special police personnel of the University, the staff of the University Health Service, staff of units/offices involved in water and electrical services, waste management, and internet services, and other units/offices required to operate on a 24/7 work schedule.

2. Skeleton workforce and work-from-home arrangement

- a. Except for the Office of Chancellor where a full staff complement is allowed to physically report for work, a combination of skeleton workforce and work from home arrangement shall be mandatory for all units.
- b. Whenever possible, a maximum of fifty (50) percent shall comprise the skeleton workforce of each unit and the remaining 50 percent shall

render work from home. A greater proportion of skeleton workforce will be allowed for units where the nature of work of personnel will not permit a work from home arrangement.

- c. All units/offices shall submit to the Human Resources Development Office on or before 5 June 2020 through e-mail at hrdo.uplb@up.edu.ph the names of employees who are included in the skeleton workforce and under work from home arrangement. The UPLB COVID-19 Response Team shall be furnished with a copy of the unit/office skeleton workforce through ovcca.uplb@up.edu.ph.
- d. Only the employees in the list of the skeleton workforce shall be allowed entry into the campus. Employees not in the list shall be advised to return home.
- e. Personnel assigned to the skeleton workforce shall always bring with them the certification or order issued by the Unit/Office head together with the university-issued ID for proper identification.
- f. Prior to reporting for work, returning personnel assigned to the skeleton workforce shall secure a medical/health clearance from the University Health Service or the Barangay Health Center in the place of their residence. This requirement will not apply to unit personnel who have been part of the skeleton workforce since 17 March 2020.
- g. Unit/Office heads shall ensure that their staff included in the skeleton workforce are provided with a certification and a UPLB employee ID for presentation at checkpoints when required. The certification shall identify the name of their office or unit in the university, the names of the staff concerned, and their respective official position-designation.
- h. UPLB personnel who are below 21 years old and those who are 60 years old and above, and those with immunodeficiency, comorbidities, or other health risk, and pregnant women and UPLB personnel who are residing with them shall be under work from home arrangement except when their services are indispensable.

3. Work from home arrangement

3.1 Work from home arrangement may be allowed for the following:

- a. Research, except research implemented in laboratories and in experimental farms in the university in which case skeletal workforce shall be allowed;
- b. Policy formulation/review/amendment;
- c. Project work, including but not limited to, drafting of proposals, project studies, and training modules;
- d. Data encoding and processing;
- e. Adjudication of cases or review of cases, including legal work;
- f. Budget planning and forecasting;

- g. Recording, examination and interpretation of financial records and reports;
- h. Work in connection with accounting, auditing and internal control systems;
- i. Computer programming;
- j. Database management;
- k. Design work/drafting of drawing plans;
- l. Preparation of information materials;
- m. Sending/receiving of e-mails;
- n. HR tasks, e.g., computation of leave credits, etc., as the case may be;
- o. Preparation of payroll and vouchers;
- p. Other tasks analogous to the foregoing which require the use of a computer and Internet for reading, encoding, printing or submission of written outputs for review, evaluation or final assessment of the immediate supervisor, unit head or higher office.

3.2 Personnel on work from home arrangement are required to sign a Pledge of Confidentiality of Data (Confidentiality and Non-Disclosure Undertaking pursuant to RA 10173 or the Data Privacy Act of 2012, a copy of which shall be forwarded to the HRDO, to ensure the protection of data.

3.3 Unit/office personnel under work from home arrangement shall make themselves available during the work hours that they are at home.

3.4 Unit/office heads shall ensure that their staff under work from home arrangement are monitored and given tasks to be performed to the full extent possible in terms of man-days per work week.

4. The support mechanisms shall be in accordance with the following:

- a. All unit/office heads shall submit on or before 5 June 2020 through e-mail to the Office of the Chancellor copy furnished the Office of the Vice Chancellor for Administration their request for supplies and materials, laptops or tablets and the budget required and other support needed for the effective implementation of the work arrangements for their units/offices.
- b. Health/psychosocial interventions such as stress debriefing shall be arranged by unit/office heads with trained personnel in UPLB when necessary.
- c. Whenever practicable, unit/office heads shall provide transportation support to personnel assigned as skeleton workforce subject to accounting and auditing rules and regulations.

5. Other Guidelines

- a. No other work arrangement shall be allowed for all university units/offices other than a combination of skeleton workforce and work from home arrangement.
- b. Where the nature of the duties and responsibilities will allow, preference of officials and employees shall be considered in determining work arrangements with them.
- c. Units/Offices shall take into consideration the provisions of Section 2 (h) above and the place of residence, access to means of transportation, and health and physical condition of the staff in the identification of the skeleton workforce and work from home arrangement.
- d. All units/offices shall ensure that the required forty-hour (40) workweek is strictly observed.
- e. All UPLB personnel physically reporting for work starting 8 June 2020 shall comply with the submission of Daily Symptom Monitoring Sheet (DSMS) and Employee Commitment Form (ECF) and other protocols provided under Memorandum No. 094 dated 2 June 2020. These forms must be submitted to the administrative officer and head of unit/office. Copies of the forms are hereto attached for reference.
- f. Fitness to physically report to the office shall be determined on a daily basis that administrative officers and unit heads must monitor the submissions and are required to take appropriate action should there be potential problems in the DSMS.
- g. All units/offices shall comply with the submission of work accomplishment reports as required by the Office of the Vice President for Administration.
- h. The use of biometrics for recording daily attendance is temporarily suspended except if it can be used through facial recognition. Otherwise the use of logbooks for recording the time in and time out of personnel shall be allowed.
- i. The work arrangements provided hereunder shall be adopted only for the duration of the General Community Quarantine and the State of Public Health Emergency throughout the country unless sooner lifted.
- j. The use of videoconferencing/teleconferencing in conducting meetings shall be encouraged to minimize face-to-face interaction.
- k. Physical distancing shall always be observed in all units/offices where skeleton workforce is physically present for work.

- l. Minimum health standards protocols such as wearing of face masks, taking of body temperature using thermal scanners, and presence of sanitation stations shall be implemented at all times.
- m. A temperature check shall be required for all officials and employees or even for visitors entering a building or office. If the body temperature of such official/staff or visitor is higher than 37.8°Celsius, he/she shall be given five minutes to rest after which the temperature will be re-taken. Any person whose temperature is above 37.8°Celsius shall not be allowed entry to any building and such person will be referred to the University Health Service for clinical assessment.
- n. Security guards assigned to building entrances shall be responsible for temperature screening of employees and visitors prior to entry into the building. For buildings where no security guard is on duty, a personnel agreed upon by the heads of units/offices shall be assigned for this responsibility.
- o. Building administrators shall secure a thermal scanner and provide disinfection/sanitation stations at the building entrance.
- p. Whenever practicable, only one entrance/exit point shall be designated per building to facilitate thermal scanning and enforcement of health and safety protocols.
- q. All units/offices shall schedule the disinfection or decontamination of office premises as often as permissible.
- r. Where serviceable official vehicles are available, the units, offices, and departments shall provide transportation to their staff and arrange pick-up and drop points for them subject to accounting and auditing rules and regulations.

6. Effectivity

This interim guidelines shall take effect on 8 June 2020 and shall remain in effect until the GCQ or State of Public Health Emergency is lifted.

For strict compliance.



FERNANDO C. SANCHEZ, JR.
Chancellor