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***Office of the University President***

OP Memorandum Order No. 62  
Series of 2021

**TO: ALL SLSU EMPLOYEES, University-wide**

**SUBJECT: AMENDMENTS TO OP MEMORANDUM ORDER NO. 39 S.2021 RE ALTERNATIVE WORK ARRANGEMENT GUIDELINES AND PREVENTIVE AND SAFETY MEASURES FOR ALL EMPLOYEES WHILE WORKING ON-SITE**

**FROM: (SGD)PROSE IVY G. YEPES, Ed.D.**  
University President

**DATE: MAY 4, 2021**

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In view of the recent COVID-19 situation in the province, the University Management Committee (MANCOM) arrived at a decision to amend the previously issued OP Memorandum Order No. 39 s.2021 re Alternative Work Arrangement Guidelines and Preventive and Safety Measures for all Employees while Working On -Site. This is effective **May 6, 2021** until further notice.

**1. On Alternative Work Arrangement**

- 1.1 All university personnel and workers are enjoined to adopt the combined work on-site and work from home scheme (50-50), **except** for the following who are required to report on-site on their usual working schedule:
  - a. JO workers under the General Services Office, as their physical presence is needed in maintaining the cleanliness of the buildings and surroundings and in ensuring that the offices/facilities are regularly disinfected;
  - b. JO workers assigned in the offices with urgent and critical deliverables that would require the worker's physical presence;
  - c. Employees and workers assigned in income-generating projects(IGP); and
  - d. Employees and workers performing the functions of ensuring a 24-hour security and safety service in the University (i.e. designated security and safety officer, watchman, etc.).
- 1.2 The work from home (WFH) scheme shall be adopted by employees who are 60 years old and above, pregnant and with underlying health conditions such as cardiovascular disease, hypertension, diabetes, cancer, chronic lung disease, renal disease, and immunosuppression; provided, they must make themselves available whenever their physical presence in the workplace is required in the exigency of service. Their application for a WFH scheme must be supported by a medical certificate issued by their attending physician or a public health officer. Should these employees/workers report for work on-site on their own volition and without an official call to physically

report for work, the University Management shall not be made liable nor accountable in the event they will encounter any unpleasant situation related to COVID-19.

- 1.3 Supervisors are encouraged to take an active part in the making of the WFH plan of their subordinates, closely monitor while they are on WFH, and ensure that the desired deliverables are accomplished on time.
- 1.4 The usual AWA application (application letter and individual work from home plan) shall be observed.
- 1.5 No salary deductions will be made for the Part-Timers and Job Order workers (who are not identified in item 1.1) who will be adopting the abovementioned AWA provided that they will submit their accomplishments based on their individual work from home plan.

## **2. Upon Entry at the Main Gate**

- 2.1 All personnel, workers, and guests shall at all settings wear face mask and face shield per DTI and DOLE Joint Memorandum Circular No. 20-04-A, s. 2020 "Supplemental Guidelines on Workplace Prevention and Control of Covid-19". In addition, **No Facemask, No Face shield, and No QR Code "No Entry"** per "EO 45 from PIATF".
- 2.2 APORs who are not SLSU Employees shall present their **Valid ID, Travel Order/Authority from their Establishment, Travel Itinerary and QR Code**, in compliance of "EO 08 series of 2021 issued from PIATF".

## **3. On Recording of Attendance in the Workplace**

- 3.1 The use of biometrics is still suspended. Instead, each office shall maintain a record of daily attendance in a logbook, while the QR Code System App for employees' attendance record is still underway.
- 3.2 Individual employee shall provide for their own ballpen that they will use in making entries in the attendance logbook. Strictly no sharing of ballpen.

## **4. On Actual Work On-Site**

- 4.1 Whenever possible, personnel/workers are encouraged to use mobile phones or any telecommunication platform instead of having a face to face (f2f) conversation in the workplace. But if f2f conversations cannot be not avoided, all personnel and workers must observe time limit of not exceeding 15 minutes to reduce exposure from each other.
- 4.2 Videoconferencing shall always be used for meetings needing large attendance of employees and/or for meetings lasting longer than 15 minutes.
- 4.3 All personnel and workers shall, as much as practicable, minimize the duration of f2f customer transactions to less than 15 minutes.
- 4.4 Each office or unit shall provide a drop-off table where documents or things shall be placed/left by the transacting party for the units/offices to process with, provided that security and safety of documents are ensured.
- 4.5 Whenever possible use of air-conditioning system is discouraged. Instead, personnel and workers are encouraged to use electric fans or have their windows, and doors open to maintain good room ventilation.

- 4.6 Physical distancing, at least 2 meters or 6 feet apart, must be strictly observed inside the workstations and offices.
- 4.7 Classrooms shall be utilized as temporary faculty rooms or offices so as to comply with the health protocol on social distancing.
- 4.8 All personnel and workers shall adopt staggered meal schedules to further restrict contact among co-employees. Eating alone in the workstation is highly encouraged.
- 4.9 Dining in canteens/food courts may be allowed provided that employees shall strictly comply with the physical distancing of at least two (2) meters and shall be prohibited from talking with each other.
- 4.10 Use of communal items such as, but not limited to, dipping sauces and condiments, utensil dispensers, and straw dispensers shall be prohibited.
- 4.11 Serving of buffet meals and other similar set-ups shall be prohibited.
- 4.12 Frequent handwashing with soap and water or the application of alcohol-based disinfectants shall be mandatory in all workplaces and is encouraged to be practiced at home.

## **5. On the Use of Service Vehicles**

- 5.1 Employee-passengers while in transit shall practice, whenever possible, the opening of windows with at least three (3) inches of opening.
- 5.2 The observance of physical distancing of at least one (1) meter and wearing of face masks and face shields shall be strictly followed inside the service vehicles.
- 5.3 Drivers must perform at all times proper disinfection before and after each use of the vehicle.

## **6. On Quarantine or Treatment for COVID-19**

- 6.1 In the event employees and workers are involved in contact tracing and are required to undergo quarantine or treatment for COVID-19, they should notify the Management through the immediate supervisor and CMC in writing for information and proper action.
- 6.2 Their absence from work during the Ten (10) calendar days required quarantine period or treatment for COVID-19, shall be considered as excused absence in which case they are entitled to pay.
- 6.3 However, after the lapse of the 10-day period, and that there is a need for treatment of the disease, the subsequent absences incurred shall be treated, as follows:
- 6.3.1 excused absence for employees and workers that underwent the required treatment due to localized transmissions while in the performance of their official functions;
- 6.3.2 sick leave chargeable against their leave credits for employees and without pay for workers infected through local transmissions due to personal or non-work related activities.

**7. On Guidelines and Interventions for Constructions and other External Service Provider inside the campus SLSU will abide to the requirements of DPWH for protocol requirements with regards to construction as follows:**

7.1 Site must be enclosed such as but not limited to fence with restriction warnings;

7.2 Construction workers shall be:

- a. subjected to limited movements within their specific area of construction site;
- b. highly discourage them to engage activities outside from their official business.

7.3 Construction and workers service vehicles must park in the designated parking area assigned for them. However, if they will not follow the parking protocol, they will be advised to park their vehicle outside the campus.

7.4 Contractors shall assign a specific worker/s as errand for their basic essential needs.

7.5 For technical person/s providing services or trainings in F2F to SLSU employees must practice minimum public health and safety protocols, such as but not limited to wearing of face mask, face shield, and observe physical distancing at least 2 meters or 6 feet apart per DTI and DOLE Joint Memorandum Circular No. 20-04-A, s. 2020 "Supplemental Guidelines on Workplace Prevention and Control of Covid-19".

In the exigency of service, the employees on AWA should make themselves available to report to office when his/her physical presence is needed.

For your information, guidance and usual compliance.

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