



**Republic of the Philippines**  
**SULTAN KUDARAT STATE UNIVERSITY**  
**ACCESS, EJC Montilla, 9800 City of Tacurong**  
**Province of Sultan Kudarat**



**OFFICE OF THE PRESIDENT**

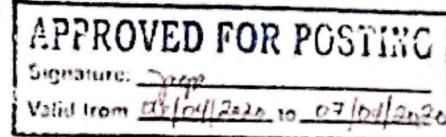
**MEMORANDUM ORDER NO. 13, s. 2020**

**TO:** **ALL CAMPUS DIRECTORS/DEANS**  
This University

FROM: ROLANDO F. HECHANOVA, RPAE, PhD  
University President

**SUBJECT: RULES OF FACULTY REPORTING, MIDYEAR TERM 2020**

DATE: JUNE 04, 2020



1. As deliberated during the Special ADAC Meeting held on June 3, 2020 at the MPC Hall, ACCESS, EJC Montilla, Tacurong City, the herein attached rules shall govern the reporting of faculty during the Midyear Term 2020.
  2. For your information and guidance..

## **Rules on Faculty Reporting, Midyear Term, AY 2020**

The months of June and July are set for midyear term under the new Academic Calendar duly approved by the Board of Regents. Thus, the University policies governing faculty reporting during the said period shall be observed notwithstanding the CSC MC No. 10, s. 2020, CHED COVID-19 Advisory No. 7, EO No. 36, s. 2020 of the Provincial Governor of Sultan Kudarat.

1. Faculty members without designation shall enjoy the Teacher's Leave for two months as provided in Section 1.1.1, Article VI of the 2018 Revised Faculty Manual.
2. Faculty members with designation are obliged to report regularly in accordance with approved policy. However, those who are vulnerable to COVID-19 or at health risk may stay at home and opt for a work-from-home arrangement. A corresponding proof or certification of health status shall be secured for this purpose.
3. All permanent non-teaching personnel including Job Order shall report regularly to work except those 60 years old and above or at health risk.
4. Likewise, designated faculty who reside outside of Sultan Kudarat may report in accordance with the LGU's guidelines on border entrance and exit.
5. The designated faculty members and non-teaching personnel shall serve as skeleton working force during the midyear term. The total number of personnel is enough to satisfy the reduced capacity provision of government guidelines.
6. Any designated faculty member and non-teaching personnel who opt to work-from-home or other alternative work arrangements due to health reasons or strict border restrictions, shall complete the 40-hour workweek. An accomplishment report based on a weekly/monthly plan must be submitted as basis in checking his or her daily time record (DTR).