



IMPLEMENTING RULES AND REGULATIONS FOR THE SKELETAL WORKFORCE

In line with University Memorandum No. 53, s. 2020 with the subject “Advisory on plans and contingencies from March 16 to April 14, 2020,” and the shifting of the University to a minimal workforce through a skeletal workforce, the HMRDS hereby provides the following guidelines to take effect from March 16 to April 14, 2020:

1. The University will adopt the “Alternate Work Arrangement” for the skeletal workforce on a “4-day Workweek” scheme from Monday to Friday except Wednesday, which will be declared as “no work day.” The heads of offices will arrange the work schedules of staff on an alternate basis.
2. The core working hour is 9:00 a.m. to 4:00 p.m., which means that the official time of the skeletal force starts at 9:00 a.m. and ends at 4:00 p.m. However, the University is open for public transactions from 9:00 a.m. to 12:00 p.m. only.
3. Only the following offices are expected to be operational on a 4-day work week schedule:
 - 3.1. Security Services and Safety Management Unit (SSSMU)
The three (3) organic personnel, who are required to render actual duty
 - 3.2. University Health Services Unit (UHSU)
Only the Medical Officer, Nurses, and at least 1 staff
 - 3.3. Facilities Management and Sustainability Services (FMSS)
At least two alternate staff for electrical and/or plumbing concerns
 - 3.4. Human Resource Management and Development Services (HRMDS)
All staff on alternate schedules
 - 3.5. Financial Management Services (FMS)
Accounting, BRPU, and CDU staff on alternate schedules
 - 3.6. Internal Audit (IA)
On arranged schedule at least twice a week
 - 3.7. Office of the University Registrar (OUR)
All staff on alternate schedules
 - 3.8. Management Information Systems Office (MISO)
The MISO will closely monitor the online transactions/operations of the University through a remote work scheme. Also, MISO staff are expected to be on-call if the need arises. The MISO Director will



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strategize the remote work set up of the staff including the Contract of Service (COS) with expected deliverables.

- 3.9. Auxiliary Services (AUX)
On alternate schedules
- 3.10. The **Contract of Service (COS) personnel** shall be given by their immediate heads their respective tasks and/or work assignments that they can accomplish through “work-from-home” scheme. The heads shall submit and/or transmit to the HRMDS a Certificate of Accomplishments and expected deliverables. The COS may also be required to support the skeletal workforce and shall be on call in the exigency of service.
- 3.11. Offices not part of the skeletal force may also adopt the “work-from-home” scheme, if applicable and if deemed necessary. In the exigency of service and as the need arises, the University may require them to report to work.

Everyone is expected to keep his/her communication lines open and making use of all alternative options available such as emails, social media, and text messages for any updates and instructions as part of requirement for the remote work scheme.

All concerned offices are required to submit and/or transmit on line the names and schedules of the staff who will be reporting for duty as part of the skeletal workforce to the HRMDS on or before March 16, 2020.

The alternate work scheme and skeletal workforce shall be adopted for the period March 16 to April 14, 2020 only.

For your guidance.

A handwritten signature in black ink, appearing to read 'Jenny C. Malitao'.

Jenny C. Malitao
Director, Office of the Human Resource
Management and Development Services