

18 May 2020

TO : Academic Community

FR : Br. Bernard S. Oca FSC
Chancellor

RE : Interim WFH/Telecommuting Policy during COVID-19

In light of the COVID-19 pandemic and the limited movement allowed during community quarantine, official requests and approvals may be done through email.

I would like to share with the academic community the **Interim WFH/Telecommuting Policy during COVID-19**, which was approved by the President's Council via referendum on 13 May 2020.

Rationale

The Interim Telecommuting Program emphasizes our common goal to maximize and manage productivity amidst the COVID-19 restrictions, where the academic unit continues to provide educational services to its students, while nonteaching staff are expected to provide the support needed by the academic unit to ensure the fulfilment of services to students.

The Work-from-Home policy helps ensure that employees will remain effective, productive, and healthy while serving the University.

What is WFH/Telecommuting?

Telecommuting is a flexible work arrangement wherein part or all of the work is performed at an off-campus worksite such as the home or in an office space near home. Communication may be by either phone or laptop/desktop computer. Equipment may be owned and maintained by the employee or by the University.

Who is eligible to WFH/Telecommute?

1. Employees Working Remotely due to ECQ restrictions
2. Employees Paid by Results/Output-based

What will be the nature of telecommuting work?

1. Jobs that entail working alone or working with equipment that can be kept at the alternate worksite are suitable for telecommuting.

2. Jobs that require physical presence to perform effectively are normally not suitable for telecommuting. Personnel holding jobs not suitable for telecommuting may be required to perform other tasks or assigned to WFH activities or projects to serve the needs of the University. This also helps ensure that they are given equal opportunity to work during COVID-19.

We have created the general guidelines for an interim telecommuting work arrangement covering the following areas:

1. General Work Setup
2. Use and Cost of Equipment and IT requirements
3. Managing Performance
4. General Welfare of Telecommuting Employees
5. Telecommuting Workspace
6. Confidentiality and Security

Compliance with the Statutory Requirements

The University has submitted to DOLE the Notice of our Telecommuting Work Arrangement and Telecommuting Program.

Effectivity and Coverage

The Telecommuting Work Arrangement shall be in place as long as the government requires compliance to the Interim Guidelines on Workplace Prevention and Control of COVID-19 which prescribes physical distancing. This policy is applicable to **Faculty, ASF, APSP, and CAP**, covering all DLSU campuses and facilities.

For reference, view the following links:

- a. **Full text of the Approved Interim WFH/Telecommuting Policy during COVID-19:**<http://www.dlsu.edu.ph/wp-content/uploads/pdf/opm/wfh/full-text-approved-interim-wfhtelecommuting-policy.pdf>
- b. **Interim Manpower Plan during COVID-19 (Appendix A):**
<http://www.dlsu.edu.ph/wpcontent/uploads/pdf/opm/wfh/appendix-a-interim-manpower-plan.pdf>
- c. **Telecommuting Guidelines during COVID-19 (Appendix B):**
<http://www.dlsu.edu.ph/wpcontent/uploads/pdf/opm/wfh/appendix-b-telecommuting-guidelines-during-covid-19.pdf>
- d. **Interim Telecommuting Work Agreement Template (Appendix C):**
<http://www.dlsu.edu.ph/wp-content/uploads/pdf/opm/wfh/appendix-c-interim-telecommutingwork-agreement-template.pdf>

e. Employee Checklist for WFH (Appendix D):

<http://www.dlsu.edu.ph/wp-content/uploads/pdf/opm/wfh/appendix-d-employee-checklist-for-wfh.pdf>

f. Safety Checklist (Appendix E): <http://www.dlsu.edu.ph/wp-content/uploads/pdf/opm/wfh/appendix-e-safety-checklist-for-telecommuting-employees.pdf>

WFH policy orientations for units/departments will be conducted starting May 20, 2020. The Community, Culture, and Human Resources Services (CCHRS) will coordinate with the offices for the schedule of the orientation. Also, please feel free to contact CCHRS via email % Ms. Evelyn San Juan at evelyn.sanjuan@dlsu.edu.ph for your queries or concerns on the Work-From-Home arrangement.

Thank you and I continue to pray for the health and safety of the Lasallian family during these challenging times.