



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

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Office of the University President

Memorandum Order No.: **216**
Series of 2020 **MAR 16 2020**

TO : **ALL CONCERNED**

THRU : **VICE PRESIDENTS AND EXECUTIVE DIRECTORS**

SUBJECT : **ADMINISTRATIVE MEASURES IN RESPONSE TO COVID-19**

Pursuant to Department of Health (DOH) Memorandum No. 2020-0056 dated 3 February 2020, DOH Circular No. 2020-0042 dated 5 February 2020, DOH Memorandum No. 2020-0090 dated 17 February 2020, Civil Service Commission (CSC) MC No. 05 s. 2020 dated 20 February 2020, Commission on Higher Education (CHED) COVID-19 Advisory No.1 dated 10 February 2020, CHED COVID-19 Advisory Nos. 2 and 3 dated 11 March 2020, CHED COVID-19 Advisory No. 4 dated 14 March 2020, CSC Announcement No. 12, s. 2020 dated 16 March 2020 and Batangas Province Executive Order No. 2HIM²-10, s. 2020, the following measures are hereby set in place at Batangas State University:

1. The university shall adopt the (1) Skeletal Work Force and (2) Compressed Work Week as an alternative work arrangements from March 17 to April 14, 2020 or until such time that the Community Quarantine in Batangas Province has been lifted.

Skeletal Workforce arrangement requires vital number of staff who shall report to work for continuous operation of the office. The supervisors of the offices/units concerned shall decide on the rotational work schedule of staff. All offices on Skeletal Workforce arrangement shall observe Compressed Work Week.

Compressed Work Week requires rendering the required 40 hours of work per week, 7:00am to 6:00pm, Mondays to Thursdays.

2. The following offices/units shall adopt the Skeletal Workforce arrangement: Human Resource Management Office, Accounting Office, Cashiering Office, Budget Office, Procurement Office, Supply and Property Office, Environmental Management Unit, Internal Audit Unit, Project Management Office and Internal Assessment Unit.

Moreover, the Deans and Associate Deans, the Director and Assistant Directors for Student Affairs and Services, the Director of Research, the Director of Extension Services and the Director for External Affairs shall also adopt the Skeletal Workforce arrangement.

3. The Offices of the members of Executive Committee, Medical and Dental Services, General Services and Information and Communications Technology Office shall observe the regular working hours from 8:00am to 5:00pm, Mondays to Fridays or may be extended as necessary.


4. All other Administrative Officials and personnel (including faculty members with special assignments) not mentioned on the above provisions need not to report to work unless otherwise required by the immediate supervisor or by higher authority.
5. Faculty Members (permanent, temporary and Integrated School faculty members) shall be on leave from March 17 to April 14, 2020. Regular and Contractual faculty members shall file their Leave using the employee portal immediately. Regular classes shall resume after April 14, 2020 unless a new proclamation has been issued. Second Semester AY 2019-2020 shall be adjusted accordingly to compensate the suspended class days.
6. Faculty members and staff with direct involvement in the preparation for accreditation (e.g. Institutional Accreditation, Institutional Sustainability Assessment, etc.) shall report to work as necessary. The Vice President for Academic Affairs, in coordination with offices concerned, shall determine the faculty members who will be reporting to work.
7. Faculty members who are working on Curriculum Development may work online and shall coordinate with the VPAA and Curriculum Development Experts to ensure timely submission of deliverables.
8. Social Distancing of at least one (1) meter away from each other shall be practiced at all times.
9. The Medical and Dental Services, General Services Office and Environmental Management Unit shall prepare a plan for the periodic disinfection of the university. Employees who are part of the Skeletal Workforce are requested to help in the disinfection of their immediate respective offices.
10. All person who will enter the university premises shall be thermally scanned by the security personnel on duty. Those with temperature greater that 38°C will not be allowed to enter the university premises and will be advised to immediately seek medical attention.
11. The Bids and Awards Committee (BAC) activities are suspended until further notice.
12. The Red Spartan community is constantly reminded to practice protective measures prescribed by the World Health Organization to avoid the spread of the COVID-19.

Vice Presidents and Executive Directors shall submit to the Office of the undersigned the Skeletal Workforce arrangement for the offices under their supervision.

Any queries on the above measures may be directed to the Vice Presidents or respective Executive Director concerned who are expected to explain the context of this memorandum to their respective constituents.

This memorandum shall be subject to regular monitoring and re-assessment by the university management.

For guidance and compliance.


DR. TIRSO A. RONQUILLO
University President

cc: Office of the University and Board Secretary
Records Office