

JOSÉ RIZAL UNIVERSITY
Mandaluyong City

March 12, 2020

JRU MEMORANDUM NO. 2020-15

To : All Officers, Faculty and Non-Teaching Personnel

Subject : Work-from-Home Arrangement during COVID-19

1. One of the public health challenges presented by COVID-19 is to ensure that our faculty and non-teaching personnel can work from home, whenever necessary, in the coming weeks. In this connection, the following guidelines are issued to facilitate the setting up of temporary remote work arrangements.
2. **Eligibility.** The Administrative and Human Resources Department (AHR) is currently coordinating with the different heads of offices to identify jobs that can be done remotely. AHR is also conducting an informal survey to find out who among our employees have access to computers and internet at home. Ideally, to be eligible for work from home, the employee should be in a role that does not require a physical presence in the campus and that he/she has access to an internet connection at home. Any concern regarding these requirements should be brought to the attention of the supervisor for resolution. In case the operations will be significantly affected because of a government order, the University shall work with those not be eligible for a work-from-home arrangement to find a solution that balances their health and safety and the needs of the University.
3. **Work Schedules.** In general, regular work days and work hours are observed. Any deviation from the schedule should have supervisory approval. A communication and accountability plan shall be prepared by the supervisors to properly guide the employees. The plan should include among others, the responsibilities to be fulfilled while working remotely, the responsibilities that require collaboration with others, and how often do employees are expected to send updates on work plan progress, how quickly they expect the employee to respond, and the best ways for the employee to contact the supervisor. AHR can guide supervisors on developing the needed plans.
4. **Training.** The University will use Canvas as its work from home platform. A training will be conducted by the Institute for Technology-base Learning Office on Friday, March 13, 2020 at Room H-304. All non-teaching personnel are required to attend this training. Should you have any inquiry or need technical support, email Institute of Technology-base Learning at itbl@jru.edu.
5. **Data Protection.** The University shall take appropriate action to ensure the protection of data used and processed by the non-teaching personnel. The non-teaching personnel shall commit to the University's data privacy policy and ensure that confidential and propriety information are protected at all times.

6. **Physical presence in the University.** At all times, the Vice President for Administrative Affairs should ensure there is a minimum physical presence in the University, to serve the needs of its stakeholders.
7. **Timetable estimates.** The University expects the COVID-19 situation to eventually require a work-from-home arrangement. Its current timetable (subject to change) is to start this the middle of next week. Supervisors are required to finalize their proposals with AHR by tomorrow, March 13.
8. For questions, please contact Dr. Marybell Materum, AHR.


VICENTE K. FABELLA
President

Copy furnished:

All Officers, Faculty and Non-teaching Personnel
Appropriate files
Faculty and Non-teaching Personnel Bulletin Boards (Post)