



Alternative Work Arrangement

Inclusive Dates: May 18 – May 29, 2020

Office/Unit: HRDMO

Directions: Plot the official hours to be served by your skeleton workforce in a week. Put WFH if staff is on Work-from-Home schedule on a specific time/day.

	Name of Job Order Employee	Mon	Tue	Wed	Thu	Fri	Total Hours	WFH Task
1	Samson, Esther Grace	8:00-5:00		8:00-5:00			16	N/A
2	Abril, Arvey		8:00-5:00		8:00-5:00		16	N/A
3	Manila, Angela	8:00-5:00		8:00-12:00		8:00-5:00	24	N/A
4								
5								
6								
7								
8								
9								
10								

	Name of Plantilla Employee	Mon	Tue	Wed	Thu	Fri	Total Hours	WFH Task
1	Dela Cruz, Marlon C.	8:00-5:00	WFH	8:00-12:00	WFH	8:00-5:00	40	Remote staff supervision
2	Alamo, Osel Gihan	8:00-5:00	8:00-5:00	8:00-5:00	WFH	WFH	40	Prepare CSC submissions
3								
4								
5								
6								
7								
8								
9								
10								

Total No. of Personnel	AM	4	2	4	1	1
	PM	4	2	2	1	1

Legend: WFH – Work-from-Home

Prepared and Recommended by:

Approved by:

Noted by:

MARLON C. DELA CRUZ
 Dean/Director/Unit Head

DR. GLENARD T. MADRIAGA
 Vice President – Admin and Finance

DR. MYRNA Q. MALLARI
 President



Authority to Render Work-from-Home Services
(For Non-Teaching Plantilla Personnel)

Date: May 18, 2020

Name/s: Marlon C. Dela Cruz
Office/Unit: HRDMO
Position: HR Director
Period of Rendition: May 18-29, 2020

Specific Job to be Done	Expected Output
<ol style="list-style-type: none">1. Remote staff supervision to ensure regularity of office operations2. Address queries, if any3. Review office-related communications and policies4. Accomplish other telecommunication tasks given by VP or OUP	<ol style="list-style-type: none">1. Supervised 13 job order and 7 permanent employees who are on skeletal schedule and work-from-home through telecommunication platforms2. Resolved 10 office-related queries3. Reviewed and signed five (5) office memoranda4. Submitted one (1) output/report on telecommunication tasks given by VP/OUP

Requested by:

Concurred:

Marlon C. Dela Cruz

Immediate Supervisor

Date:

Employee/s

Approved:

Dr. Glenard T. Madriaga
Vice President – Admin. and Finance



Authority to Render Work-from-Home Services
(For Non-Teaching Plantilla Personnel)

Date: May 18, 2020

Name/s: Osel Gihan Alamo
Office/Unit: HRDMO
Position: HR RSP Assistant
Period of Rendition: May 18-29, 2020

Specific Job to be Done	Expected Output
<ol style="list-style-type: none">1. Prepare CSC Appointment Requirements and submit electronic copies to RSP Head and HR Director for review2. Submit reports to CSC Field Office3. Accomplish other official telecommunication task given by immediate supervisor and submit report relative thereto.	<ol style="list-style-type: none">1. Prepared recommendations and CSW for appointments of 82 Temporary Instructors2. Prepared appointment papers of three (3) newly appointed/promoted personnel and 82 Temporary Instructors3. Reviewed CS Forms of three (3) newly appointed/promoted personnel and 82 Temporary Instructors4. Submitted one (1) electronic copy of Appointments and CS Forms to RSP Head and HR Director5. Submitted one (1) electronic copy of CS Form to CSC Field Office6. Submitted one (1) output/report on accomplished telecommunication task given by RSP Head

Requested by:

Concurred:

Marlon C. Dela Cruz

Immediate Supervisor

Date:

Osel Gihan Alamo

Employee/s

Approved:

Dr. Glenard T. Madriaga

VP/OUP



Work-from-Home Accomplishment Report
(For Non-Teaching Plantilla Personnel)

For the Period: May 18-22, 2020

Name: Osel Gihan Alamo	Position: HR RSP Assistant
Office: HRDMO	

Expected Output	Actual Output
<ol style="list-style-type: none">1. Prepared recommendations and CSW for appointments of 82 Temporary Instructors2. Prepared appointment papers of three (3) newly appointed/promoted personnel and 82 Temporary Instructors3. Reviewed CS Forms of three (3) newly appointed/promoted personnel and 82 Temporary Instructors4. Submitted one (1) electronic copy of Appointments and CS Forms to RSP Head and HR Director5. Submitted one (1) electronic copy of CS Form to CSC Field Office6. Submitted one (1) output/report on accomplished telecommunication task given by RSP Head	<ol style="list-style-type: none">1. Prepared recommendations and CSW for appointments of 82 Temporary Instructors2. Prepared appointment papers of three (3) newly appointed/promoted personnel and 82 Temporary Instructors3. Reviewed CS Forms of three (3) newly appointed/promoted personnel and 82 Temporary Instructors4. Submitted two (2) electronic copy of Appointments and CS Forms to RSP Head and HR Director5. Submitted two (2) electronic copies of CS Form to CSC Field Office6. Submitted three (3) outputs/reports on accomplished telecommunication task given by RSP Head

Submitted by:

Osel Gihan Alamo

Signature over Printed Name of Employee

Date: May 22, 2020

Approved:

Marlon C. Dela Cruz

Immediate Supervisor

Date: May 22, 2020