




MARIANO MARCOS STATE UNIVERSITY

Office of the President

MEMORANDUM NO. 22-013

TO : All Employees

THRU : Deans
Directors
Heads of Units

FROM :  DR. SHIRLEY C. AGRUPIS
President

DATE : 14 January 2022

SUBJECT : Work and Security Protocols under Alert Level 3

In view of the declaration of Ilocos Norte as one of the areas under Alert Level 3 effective 14 – 31 January 2022, the following protocols shall be implemented:

I. Work Arrangements

1. Security personnel shall report following regular shifting schedule.
2. All faculty members, except those with designations as specified below, shall work remotely (“work from home”) provided that they shall deliver instruction on flexible mode and are accessible during official hours.
 - Vice President
 - Deans and Directors
 - Chiefs of Offices
 - Department Chairs
 - Those involved in projects requiring the care of plants and animals
3. The Health and Wellness Office, as well as units that need to meet deadlines of submission to external / regulatory agencies and institutional timelines (e.g., Budget, PBB, Procurement, etc.) shall be allowed to report on maximum capacity.
4. All other units shall implement alternative working arrangements – i.e., each employee shall be allowed to work remotely (“work from home”) once a week. This arrangement applies as well to Vice Presidents, Deans and Directors, Chiefs of Offices, and Department Chairs.
5. Requests for Alternative Working Arrangement (i.e., schedule of personnel who shall be reporting physically and those who shall be on WFH arrangement) shall be prepared by the head of office / unit using OP-TEMP-002 and submitted to the office of the Vice President concerned. Approved requests shall be forwarded to



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the Office of the Human Resources Management Office and Administrative Services Office for consolidation / record-keeping.

6. All personnel working from home shall make themselves accessible by phone, email or social media and shall maintain privacy and confidentiality of all official documents and/or data.
7. Heads of offices shall make sure that accomplishment report are monitored and subsequently attached to their respective DTRs.

II. Reporting, Isolation, and Quarantine for COVID Cases and Contacts

1. Confirmed COVID-19 cases, as well as primary and secondary contacts, are advised to follow isolation or quarantine protocols, subject to guidelines in OP Memorandum No. 21-343.
2. Personnel are reminded to strictly adhere to RA 11332 ("Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act").

III. Campus Security

1. Thermal scanning must be done at entrance gates.
2. Security personnel assigned in buildings shall require clients to present their vaccination cards. Unvaccinated individuals shall be required to accomplish a Health Declaration form.

IV. Activities

Until further notice, all campuses will be closed for leisure and / or sports activities involving non-MMSU employees or students.

All personnel are advised to follow strict health protocols inside and outside university premises. Face-to-face transactions, either with external clients or MMSU constituents, must be avoided. Everyone is encouraged to use the institutional email system as official means of communication.

All other matters not included herein shall be covered by pertinent IATF rules and issuances from the provincial and local government, as far as applicable.

Let us continually pray for the safety of everyone.

cc: VPs
COA
OUBS
HRMO
Admin Services

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