



DE LA SALLE
MEDICAL AND HEALTH SCIENCES INSTITUTE

DLSMHSI is a CHED Autonomous HEI and an
Associate Member of Asean University Network - Quality Assurance

OFFICE OF THE
VICE CHANCELLOR
FOR ACADEMICS

Reference No.: OVCA-21-22-19

January 14, 2022

To: **The Academic Community**

Through: **Channels**



From: **Juanito O. Cabanias, LPT, PhD**
Vice Chancellor

Subject: **Work Arrangements for All Academic Personnel and Students' Short-term Academic Transaction and Stay at DLSMHSI Facilities until February 11, 2022**

Greetings in St. La Salle!

Please be informed that all academic personnel (*administrators, faculty and non-teaching personnel*) across colleges and departments shall observe either Skeletal, Work from Home or pure Work from Home arrangements until February 11, 2022, following the day/s identified and agreed upon by the immediate heads (Deans and Directors) and all other personnel concerned. Likewise, the Academic Community is hereby advised that the Short-term Academic Stay and Transaction for students ages 18 and above maximizing 3-4 hours of stay for limited pre-identified services and facilities shall be allowed following all protocols and safety guidelines set by the IATF, LGU, DOH, and the Institute and compliance with the online appointment system. This includes the following:

- **Submission of academic requirements**
- **Collection of learning materials**
- **Consultation with academic professors**
- **Use and access of limited learning facilities such as the library and among others**
- **Thesis/Dissertation defense, and**
- **Taking of Special Final examination**

Furthermore, kindly take note of the following:

- **The Deans and Directors shall continue to monitor the work accomplishments of the Non-Teaching Personnel and Academic Service Faculty using the attached simplified template. They shall likewise determine other services which can be temporarily suspended during the period.**



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- The work arrangements and accomplishment reports (soft copy) shall be relayed and submitted to Human Resource Management. The HRM shall also facilitate the availment of sick leaves for personnel needing isolation or quarantine.
- The Infection Prevention and Control Office (IPCO) shall provide guidelines for isolation and quarantine. The Return to Work requirements shall likewise be determined by IPCO and implemented by the Human Resource Management and the OVCA.
- Regular RT-PCR screening shall be maintained for Health Care Workers based on risk assessment.
- All Deans and Directors and Unit heads shall be responsible for the strict implementation of **WEARING OF MASKS IN THE WORKPLACE AT ALL TIMES.**
- If our employees have symptoms, advise them to **STAY HOME.**
- Everyone should be reminded that **COMMUNAL EATING** is the number one cause of COVID-19 infections.

Thank you very much.

cc: Office of the President, Office of the Chancellor, All VCs, HRM, File