



I. Rationale

In pursuit of the University's goal to provide innovative and responsive services, and to ensure continuity of operations despite the occurrence of extraordinary circumstances that could hamper workflow and/or office transactions, a work-from-home (WFH) arrangement may be granted to affected employees. These circumstances do not necessarily require suspension of work such as but are not limited to unexpected electrical failures, connectivity disruptions, and closure of a building/office due to major renovations/maintenance.

It should be understood however that the WFH arrangement is not a privilege but a responsibility to perform and deliver expected tasks/outputs. To ensure productivity, accountability, and safety while working from home, the following guidelines were formulated to achieve this purpose.

II. Scope

This applies to regular and probationary staff whose duties and responsibilities can be remotely performed at home as assessed and endorsed by their respective immediate heads and approved by the Vice President/Vice Chancellor concerned.

A. TERMS AND CONDITIONS

1. Eligibility

- 1.1 Must be a regular and probationary staff of DLSU-D
- 1.2 Must have duties and responsibilities that are suitable for a work-from-home reporting arrangement and in accordance with the operational needs of the department/office as endorsed by the Immediate Head and approved by the VC/VP concerned.
- 1.3 Must have a conducive and safe work area at home; and
- 1.4 Must have the needed/required equipment/facilities to perform the job at home.

2. Work Hours and Monitoring

- 2.1 The required number of hours per week is still the same (Ref: Staff Manual). Flexibility in the work schedule/time may happen at home. In such cases, the time spent accomplishing expected output/tasks within the day or at a given period of time to offset unproductive hour/s is not considered overtime.

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- 2.2 The staff must make himself/herself available by phone, email, and/or other official platforms/means of communication during official working hours.
- 2.3 The staff must attend departmental/collegiate meetings and/or institutional activities requiring his/her participation or attendance.
- 2.4 The staff's work schedule, reports, and accomplishments shall be monitored by his/her immediate head.
- 2.5 The staff may be requested to report onsite to perform some tasks even during the scheduled WFH as required by the Immediate Head.

3. Compensation

- 3.1 The compensation, benefits, employment status, and responsibilities of the staff will not change.
- 3.2 Pay periods will not change as a result of participation in the WFH arrangement.
- 3.3 The staff should use his/her leave credits when attending to personal matters/activities during workdays/hours. Usage of applicable leave credits and application for Official Business, if any, shall be governed by existing University protocols.

4. Equipment/Facilities and Data Privacy and Security

- 4.1 The staff should ensure that applicable provisions of the Data Privacy Act of 2012, as regards the security and confidentiality of data/information are observed at all times.
- 4.2 Screens displaying sensitive or confidential information should not be seen by unauthorized persons and all registered devices should be password protected to mitigate risk of information exposure.
- 4.3 Sharing the device with other individuals (e.g., family members) is highly discouraged to safeguard University data against unauthorized access.
- 4.4 Notify the Immediate head, ICTC, and the Data Protection Officer immediately in the event that the device with DLSU-D information is lost, stolen, or otherwise compromised.

5. Workspace

- 5.1 The staff is expected to designate a workspace/area that is free from distractions, hazards, and other forms of danger.

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5.2 Any work-related materials taken home should be kept in the designated workspace/area for official use.

B. COMPLIANCE and LIABILITY

1. The staff on a WFH reporting arrangement must abide by all applicable DLSU-D policies and guidelines.
2. To establish accountability, DLSU-D reserves the right to impose disciplinary measures for non-compliance with the enumerated guidelines.

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