



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**

**MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON**

**TO : CHED CENTRAL AND REGIONAL OFFICES  
UNIFAST SECRETARIAT**

**SUBJECT : ALTERNATIVE WORK ARRANGEMENTS UNDER  
ENHANCED COMMUNITY QUARANTINE**

**DATE : 17 MARCH 2020**

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In accordance with the Memorandum from the Executive Secretary dated 16 March 2020, declaring an enhanced community quarantine over the entire of Luzon and providing further guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) situation, and Announcement No. 13, series of 2020 of the Civil Service Commission, the CHED Central Office, CHED Regional Offices 1, 2, CAR, 3, 4A, MIMAROPA, 5, and National Capital Region are directed to adopt and to implement the following guidelines during the effectivity of the enhanced community quarantine:

1. Work from home arrangement shall be in effect for the period of March 18 to April 14, 2020 or until such time the Enhanced Community Quarantine over Luzon has been lifted. Offices providing essential services including but not limited to the release of salaries and compensation for CHED personnel and staff and the processing of allowances of scholars abroad, are directed to ensure that the same will be facilitated. CHED Personnel who shall render the above-mentioned services may be serviced by a CHED vehicle regularly disinfected during the period of work. This is to ensure the safety and convenience of the personnel given restrictions in public transportation.
2. CHED permanent, coterminous, contractual, contract of service (COS), and job order (JO) personnel should STAY AT HOME and wait for further announcements through the CHED Viber Community: CHED Announcements. The alternative working arrangements which is work from home for all personnel shall be implemented during the duration of the enhanced community quarantine. Work from home assignments may be as follows:

- a. Completion of pending work assignments;
- b. Reply to communication and/or correspondences through email;
- c. Supervision of automated processes;
- d. Enhancement of existing systems (e.g. documentation of streamlined processes, client satisfaction measurement systems, etc.);
- e. For CHED Plantilla Personnel, preparation of list of deliverables/outputs that COS staff will accomplish remotely during the period of the community quarantine duly endorsed by the Chief or Unit Head and approved by the Director or Officer-in-Charge;
- f. Quality control of these deliverables to ensure that these are in line with the office needs;
- g. Holding of teleconference meetings internally and externally with stakeholders and clients; and
- h. Provision of executive assistance and media relations services.

Offices are directed to develop their respective office and individual work from home plans and submit the same to the Office of the Executive Director on or before 19 March 2020 for submission to the Civil Service Commission.

3. The salaries of CHED permanent and coterminous personnel shall be released based on usual schedule. The compensation of the CHED COS and JO personnel in the Central Office shall be based on the following and shall be released as follows:
 

a. For March 1-15, 2020, based on the Biometrics subject to adjustment upon submission of OB slips;	on or before 25 March 2020
b. For March 16-31, 2020, full take home pay subject to deductions in subsequent compensation in case of non-submission of deliverables;	on or before 31 March 2020
c. For April 1-15, 2020, full take home pay subject to deductions in subsequent compensation in case of non-submission of deliverables;	on or before 15 April 2020

CHED Regional Offices are encouraged to adopt the above-mentioned system.

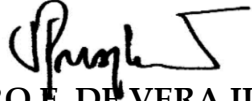
4. Offices shall submit their deliverables based on the work from home plan not later than 16 April 2020, through email from the Official CHED account of the Director or Officer-in-Charge (OIC) endorsing the accomplishments of the CHED personnel/COS/JO for the period. The same email shall contain the following information in tabular format:

- a. Name of the CHED personnel/COS/JO;
- b. Project/Unit where CHED personnel/COS/JO is detailed;
- c. List of Deliverables; and
- d. Detailed description of the accomplishment during the period.

Emails shall be sent to the following email addresses: hedf@ched.gov.ph for HEDF-funded COS/JO, afms.od@ched.gov.ph for CHED personnel/GAA-funded COS/JO, and cc: executivedirector@ched.gov.ph. For CHED Regional Offices covered by this Memorandum, email at this address: executivedirector@ched.gov.ph. The subject of the emails shall be as follows: <Acronym of Office>\_ <Fund Source>\_<Batch of submission, if any>\_<Cut-off Period in day/month format>, e.g. OIQAG\_HEDF\_1\_16-31March means the email is from the Director of OIQAG for COS/JO charged against HEDF and that this is their first batch submission (in case other COS/JO would not be able to submit outputs, they can be included in the second batch).

5. In the event that the Director or OIC becomes hospitalized or ill, the Officer-in-Charge designated by the Office of the Chairperson shall accomplish the foregoing.
6. Analogous rules shall apply to CHED Regional Offices in stations outside of Luzon should their local governments declare an enhanced community quarantine.
7. CHED personnel are requested to report to the concerned Director or OIC in case one has been considered a Person Under Monitoring (PUM), Person Under Investigation (PUI), or has been infected of COVID-19. In the report, the names of other CHED personnel that the person has interacted with five (5) days before the onset of symptoms, must be indicated. The concerned Director or OIC shall send the report after proper validation to the Office of the Executive Director.

CHED continues to monitor the situation in coordination with DOH and the IATF and will provide updates as information and directives become available.

  
J. PROSPERO E. DE VERA III, DPA  
Chairman