

June 17, 2020

To: **De La Salle Araneta University (DLSAU) Faculty and Staff**

Fr: **Mr. RONALD IBARLIN**
Director, Human Resource Development and Management

Re: **Skeletal Work Force Accommodation Program**

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RATIONALE:

As the university transitions itself to the “new normal”, the university remains consistent and true to its commitment towards delivering quality education to young especially the poor. Delivery of quality education is backed up by the performance of the support departments. Certain functions and/or offices are expected and can only be performed while reporting physically in the university premises. Skeletal Work Force Accommodations assistance will be given to those partners who will be reporting physically in the office on a skeletal basis.

EFFECTIVITY:

The Skeletal Work Force Accommodations is only effective during the COVID 19 quarantine period.

ELIGIBILITY:

1. All partners who are on a Skeletal Work Force arrangement are eligible for the Skeletal Work Force Accommodations.

SKELETAL WORK FORCE ACCOMMODATION:

1. Free accommodations at the university Dormitory shall be made available to interested partners on a skeletal work force arrangement.
2. Accommodations is subject to the availability and readiness of the rooms for occupancy. Some employee-transients may be assigned to stay in an air conditioned room while some on a non-air conditioned room.
3. Accommodations and room assignment shall be on a first come first serve basis.
4. Existing dormitory rules and regulations shall be applied to employee-transients.
5. Dormitory is ready for occupancy on July 1, 2020.
6. Availment Process:

- a. Interested partners sends an email of intent to the HRDM Office and Special Projects Officer (ronald.ibarlin@dlsau.edu.ph and ruth.centeno@dlsau.edu.ph) including the following documents as attachment:
 - i. Endorsement email from the immediate unit/department head
 - ii. Agreement email to the Dormitory contract
- b. Approval intent email will be sent via email by Ms. Ruth Centeno.

INFORMATION DESSIMINATION

Unit/department heads shall provide a copy of this memorandum to all of his/her team (permanent, probationary full-time, part-time and consultants).

Thank you! Animo La Salle Araneta!

(Officially Signed)

MR. CHRISTOPHER POLANCO

University Chancellor

(Officially Signed)

DR. BJORN SANTOS

University President