

June 18, 2020

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

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

Re: **Work from Home Allowance Program**

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RATIONALE:

As part of our online and home-based learning program and work from home arrangement given the current realities, the University is launching the Work From Allowance primarily intended to assist subsidize expenses for internet connectivity and use of electricity.

Given that teaching and learning will not be face-to-face for several months this School Year 2020-2021, this allowance will primarily be given to teaching personnel. Identified non-teaching personnel that will have work from arrangement will also be given said allowance. All identified personnel as recipients of said allowance will only receive subsidy while the current situation continue and will only be stopped once face-to-face interactions are allowed by the government.

An amount of Three Million Pesos (P3M) is being set aside by the University to assist as much of its personnel as it can to make sure our new learning and operational (logistics) modalities are carried out effective and efficiently for the benefit of our students and the entire academic community.

EFFECTIVITY:

The Work from Home Allowance is only effective during the COVID 19 quarantine period. The reckoning dates for all partners concerned are as follows:

- a. BED/SHS Faculty – June 1, 2020
- b. Non-Teaching Personnel, Academic Support Personnel and Administrators – June 22, 2020
- c. TED Faculty – July 3, 2020

ELIGIBILITY:

All partners who are on a Telecommuting/Work From Home arrangement are eligible for the Work From Home Allowance regardless of the number of days a partner concerned is on such work arrangement.

Partners may voluntarily waive the availment of the Work from Home Allowance by sending an email to the HRDM Director (ronald_ibarlin@dlsau.edu.ph).

WORK FROM HOME ALLOWANCE:

1. Work From Home Allowance is a subsidy given to All partners who are on a Telecommuting/Work From Home arrangement to cover for their internet/data use and electricity.
2. Financial Assistance:
 - a. Full-time partners: PhP 1,000.00 per month
 - b. Part-time partners: PhP 500.00 per month
3. Liquidation:
 - a. Partners on Telecommuting/Work From Home arrangement have the option to liquidate the above-mentioned subsidy so that the said subsidy will be treated as a non-taxable income. Otherwise, it will be considered as a taxable income.
 - b. Liquidation Process:
 - i. Concerned partners secure the following documents:
 1. Cover email
 2. Scanned copy of the Electric Bill or internet/data bill original receipt (not older than 2 months)
 - ii. Above-mentioned documents must be emailed to the HRDM Office (harem.encia@dlsau.edu.ph and ronald.ibarlin@dlsau.edu.ph) every 5th working day of the month.
 - iii. HRDM office collates and the email and submit the summarized report to the Business and Finance Office for processing.

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!

Noted:

(Officially Signed)

MR. CHRISTOPHER POLANCO

University Chancellor

(Officially Signed)

DR. BJORN SANTOS

University President