



TARLAC STATE UNIVERSITY
DISASTER AND RISK REDUCTION MANAGEMENT COMMITTEE

Romulo Blvd., San Vicente, Tarlac City

Tel. No. (045) 982-4630

Website: www.tsu.edu.ph

Tarlac State University
Office Memorandum No. 112
Date: MAY 19 2020

May 19, 2020

To: **ALL CONCERNED**

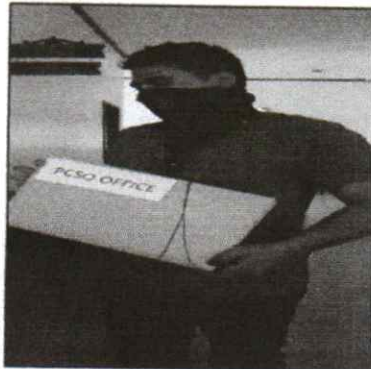
Re: **BASIC PROCEDURES FOR INCOMING AND OUTGOING DOCUMENTS PIGEON BOX**

PURPOSE: To minimize physical/ face to face transaction for incoming/ outgoing documents due to COVID-19 pandemic.

Basic Protocol: Please sanitize *before* and *after* the endorsement of the document/s.

BASIC PROCEDURES:

1. The Clerk / Data Controller will inform the receiving Office about the documents for endorsement/ disposition thru **Office Communicator (OC)**.
2. The Document Controller / Clerk will put all the documents needed for endorsement/ disposition in a long envelope labelled with its respective Department / Unit. This is to maintain the confidentiality of the document.



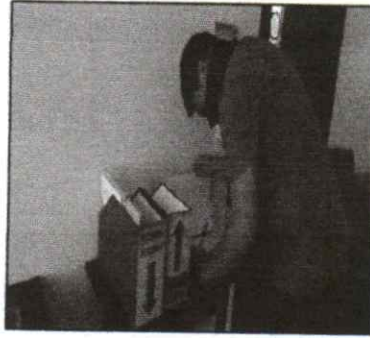
Department/ Unit: **VPPQA- PCSO**
Receiving Office: **OUP**

3. The Document Controller / Clerk will put the documents for endorsement/ disposition in the **INCOMING DOCUMENTS BOX** of the receiving office.



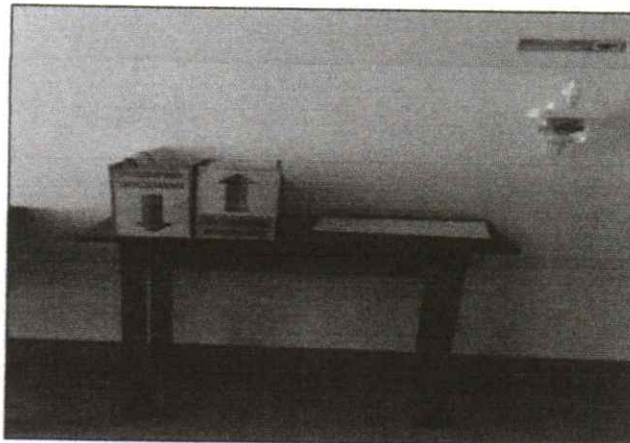
for Dms [Signature]

4. The Document Controller / Clerk will log all documents for endorsement/ disposition in the **INCOMING LOG-SHEET** of the RECEIVING Office.



5. The receiving clerk/ document controller will endorse the documents for disposition to its respective Head of Office/ Immediate Supervisor.
6. After the signing/ approval / disposition of the Head of Office/ Immediate Supervisor on the endorsed documents, the document controller/ clerk will inform thru OC on the status of the documents (e.g. "ok for pick-up", need to revise/ change, etc.).
7. The document controller/ clerk will then put the dispositioned documents in the OUTGOING DOCUMENT BOX, then will log it in the OUTGOING LOG-SHEET.

Sample INCOMING and OUTGOING DOCUMENTS PIGEON BOX




Office: **OUP**
Pigeon box location: **Left side of the OUP Entrance door**

Pls. be guided accordingly. Let us continue to work as **ONE** family in order to contain or prevent the spread of corona virus in the country.

Reviewed by:


DR. NIÑO B. CORPUZ
Vice Chairperson, TSU-DRRMC
OIC-Vice President for Planning and Quality Assurance

Approved by:


DR. MYRNA Q. MALLARI
Chairperson, TSU-DRRMC
University President



TARLAC STATE UNIVERSITY
DISASTER MANAGEMENT AND RISK REDUCTION COMMITTEE

Romulo Blvd., San Vicente, Tarlac City

Tel. No. (045) 982-4630

Website: www.tsu.edu.ph

Tarlac State University
Registration No.

By *[Signature]* Date **JUN 02 2020**
1:25 pm

RECOMMENDED PROTOCOLS FOR ADMISSION TESTING

1. No face mask, No entry policy.
2. All examinees must undergo thermal scanning and sanitation prior to entry. This will be administered by the TSU- Civil Security Unit.
3. Observe Social Distancing all through-out the activity. Follow the yellow lane provided in the flooring for proper queue control.
4. The examinees will be assisted by the Testing Unit Staff upon entry. They shall provide the route for entrance and exit passages. Signages shall be provided by the EHS Unit.
5. Use the back gate near the GAD office as entrance and exit point of the examinees.
6. Private vehicles and Guardians of the examinees are not allowed to enter the Campus premises.
7. The examinee must wash/ sanitize their hands before entering the examination room. The designated wash area is located at the Gender and Development Office. The testing unit must provide alcohol-based sanitizer inside the examination room.
8. After the examination, examinees are not allowed to stay inside the premises of the university.
9. For safety purposes, all examinees **MUST** bring their own pen for registration and examination. If possible, bring extra pen.
10. All examinees must **STRICLY** follow the protocols provided by the University.
11. Disinfection of the testing venue shall be done immediately by the JGSU after the admission test.
12. The compliance of the protocols shall be monitored by the VPPQA- Environment, Health and Safety Team.
13. All other concerns of the testing unit must be properly coordinated with Dr. Niño B. Corpuz or Dr. Rommel M. Hernandez for further discussion and confirmation.

Prepared by:

[Signature]
ENGR. MICHELLE D. RIVERA
Pollution Control Officer

[Signature]
PROF. FEDERICO M. ESTRADA JR.
University Safety Officer

[Signature]
MR. KENNETH E. GACUSAN
Environmental Analyst

Reviewed and Recommended for approval by:

[Signature]
DR. ROMMEL HERNANDEZ
Focal Person, COVID-19 Inter-agency Task Force / University Physician

[Signature]
DR. NIÑO B. CORPUZ
Vice Chairperson, DRRMC / VP-Planning and Quality Assurance

Approved by:

[Signature]
DR. MYRNA Q. MALLARI
University President Chairperson, DRRMC

TSU
Tarlac State University



Tarlac State University
Business Management Unit No. 1
By 8 Date JUN 09 2020
9:26

TARLAC STATE UNIVERSITY
DISASTER AND RISK REDUCTION MANAGEMENT COMMITTEE
Romulo Blvd., San Vicente, Tarlac City

June 4, 2020

DR. MYRNA Q. MALLARI
President
This University

Madam:

Greetings in the name of our Lord!

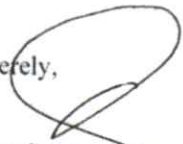
Together, we are facing a truly unparalleled situation. The global coronavirus (COVID-19) pandemic is affecting all our families, our public services, our communities, and our way of life. During this time, we wanted to reach out and update our stakeholders on how our Environment, Health and Safety team, approaching the situation.

All our employees have been strongly encouraged to adopt an alternative workforce arrangement. With our highly- distributed workforce, we would like to provide the TSU Community a daily reminder through public address on how to prevent and avoid being exposed to the virus.


The **CORONAVIRUS CAMPUS SAFETY ANNOUNCEMENT** shall be facilitated by the Office of Public Affairs (OPA) in a daily basis, at 10am and 3pm. Pls. refer to the attached files for the details of the announcement and safety alert. This is for your perusal.


In anticipation to your generosity permit us to deliver our warmest gratitude.

Sincerely,


Dr. NIÑO B. CORRUZ
VP, Planning and Quality Assurance
Vice Chairperson, TSU-DRRMC 06-05-2020

Approved by:


Dr. MYRNA Q. MALLARI
University President
Chairperson, TSU-DRRMC

For DMR 



TARLAC STATE UNIVERSITY
DISASTER AND RISK REDUCTION MANAGEMENT COMMITTEE

Romulo Blvd., San Vicente, Tarlac City

Tel. No. (045) 982-4630

Website: www.tsu.edu.ph

CAMPUS SAFETY ANNOUNCEMENT
(For OPA PA SYSTEM)

English version

Considering the COVID-19 (coronavirus) pandemic, and the fact that the seasonal influenza (flu) virus is also widespread, we ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

1. Always follow social distancing;
2. Wear your face mask;
3. Dispose used face mask, gloves and spoiled tissues properly;
4. Often sanitize or wash your hands;
5. Avoid alcohol-based hand sanitizer in a hot environment; and
6. Disinfect your workplace.

At TSU, Health and safety is our Wealth. Please follow out Safety Protocols.
This is a Safety reminder to the TSU Family. Thank you.

Tagalog version

Kaugnay ng kumakalat na sakit sa kasalukuyang pandemya (*coronavirus*) at ng maaaring maidulot ng lumalaganap na *influenza (flu)* dahil sa pabago-bagong panahon, ang lahat ng mga empleyado ay hinihimok na makipagkaisa sa pagsugpo at pagpigil ng karamdmang ito sa lahat ng mga opisina at tanggapan ng pamantasan. Maiiwasan ang paglipat-lipat nito at pagkalat kung mapaaalanan ang bawat isa na:


1. Ugaliin ang pagsunod sa "social distancing";
2. Magsuot ng *face mask*;
3. Itapon sa tamang basurahan ang mga nagamit nang *disposable mask, gloves, at tissue*
4. Ugaliing maghugas ng kamay o kaya naman ang magpahid ng hand sanitizer at alcohol;
5. Iwasan ang mainit na lugar o bagay kapag gumamit ng mga *alcohol-based sanitizer*; at
6. Panatilihing malinis at na-*disinfect* ang mga opisina o tanggapan.

Sa TSU, ang kalusugan at kaligtasan ang ating kayamanan. Kung kaya't sundin ang lahat ng mga paalalang ito para sa matiwasay at ligtas na lugar para sa ating lahat.

Ito ay isang paalala sa lahat ng kapamilyang kabahagi ng pamantasan. Salamat po.

(translated reviewed and checked by Prof. Jessica Inalvez- COED)


Prepared by:


ENGR. MICHELLE D. RIVERA
Pollution Control Officer

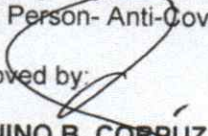

DR. MERVIN MOHAMMED
Pollution Control Officer 06-05-2020


PROF. FEDERICO ESTRADA JR.
Safety Officer

Reviewed:


DR. ROMMEL M. HERNANDEZ
University Physician /
Focal Person- Anti-Covid19 Task Force

Approved by:


DR. NINO B. CORPUZ
VP, Planning and Quality Assurance /
Vice- Chairperson, DRRMC 06-05-2020



SAFETY ALERT

Hand Sanitizer Fire Hazard

While hand sanitizer is great resource to protect against the transmission of COVID-19, there is an increased fire risk as most hand sanitizer is alcohol-based and therefore flammable.



Alcohol-based hand sanitizers have a very low flashpoint (temperature at which its vapors ignite if given an ignition source) due to the percentage of alcohol required in these products (between 60% and 90%)

The flashpoint of hand sanitizers is approximately 20 degrees Celsius.

Most common fire hazards:

- Keeping hand sanitizer in your car or in other confined space during hot weather, exposing it to sun causing magnification of light through the bottle
- Applying sanitizer without ensuring full absorption of the liquid on your hands and touching a metal surface before the liquid has evaporated. Due to the static electricity, the vapor from the hand sanitizer can ignite with an almost invisible flame
- Apply hand sanitizer while smoking, before using a lighter or being next to open flame /ignition source (welding or grinding workstation)



Safety precautions when using hand sanitizer:

- Wait for the sanitizer to dry on your hands to remove any vapors before smoking or touching any surface with a potential for static electricity
- Reduce nearby ignition sources when you apply hand sanitizer and ensure storage of flammable liquids in a safe manner
- Avoid storing hand sanitizer in hot environment
- Maintain hand sanitizer in original container with original label to be able to identify it

Hand washing with soap and water is still the best and safest way to prevent the spread of COVID-19

Source: www.who.int
FOR DMS



POLLUTION CONTROL AND SAFETY UNIT

Reference No. 01, s. 2020
 June 23, 2020

Tarlac State University
 Records Management Unit No. 65
 By: *A. T. S.* Date: JUN 25 2020

HEALTH ADVISORY: Proper Use and Disposal of Face Mask

All TSU employees are required to wear face mask for public health and infection prevention and control due to COVID – 19 pandemic. Further, wearing a face mask offers protection against respiratory infections and reduce community transmission of corona virus disease.

Please be guided on the proper use and disposal of face mask from the World Health Organization (WHO).

HOW TO WEAR A MEDICAL MASK SAFELY

Do's →

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

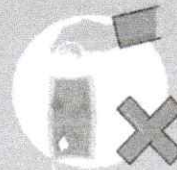
who.int/epi-win

FOR DMS *[Signature]*



HOW TO WEAR A MEDICAL MASK SAFELY

Don'ts →



Do not use a
ripped or damp
mask



Do not wear the mask
only over mouth or
nose



Do not wear a loose
mask



Do not touch
the front of
the mask



Do not remove the mask
to talk to someone or do
other things that would
require touching the mask



Do not leave
your used mask
within the reach
of others



Do not re-use the
mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

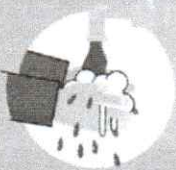






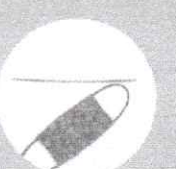





Q.



HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's →

-  Clean your hands before touching the mask
-  Inspect the mask for damage or if dirty
-  Adjust the mask to your face without leaving gaps on the sides
-  Cover your mouth, nose, and chin
-  Avoid touching the mask
-  Clean your hands before removing the mask
-  Remove the mask by the straps behind the ears or head
-  Pull the mask away from your face
-  Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it
-  Remove the mask by the straps when taking it out of the bag
-  Wash the mask in soap or detergent, preferably with hot water, at least once a day
-  Clean your hands after removing the mask

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

who.int/epi-win



Q.



HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

[who.int/epi-win](https://www.who.int/epi-win)



World Health Organization

R.




Tarlac State University
**OFFICE OF THE VICE PRESIDENT
FOR PLANNING AND QUALITY ASSURANCE**



POLLUTION CONTROL AND SAFETY UNIT

Prepared by:

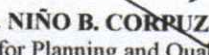

ENGR. MICHELLE D. RIVERA
Pollution Control Officer



PROF. FEDERICO M. ESTRADA JR.
Safety Officer


DR. MERVIN P. MOHAMMED
Pollution Control Officer

Noted by:


DR. ROMMEL M. HERNANDEZ
University Physician


DR. NIÑO B. CORRUZ
VP for Planning and Quality Assurance *06-23-2021*


DR. MYRNA Q. MALLARI
University President



TARLAC STATE UNIVERSITY
DISASTER AND RISK REDUCTION MANAGEMENT COMMITTEE

Romulo Blvd., San Vicente, Tarlac City
Tel. No. (045) 982-4630
Website: www.tsu.edu.ph

Tarlac State University
Records Management Unit No. 50
By *Angel* Date **MAY 20 2020**
2020

May 20, 2020

To: **ALL CONCERNED**

Re: **HEALTH STATUS SURVEY**

In the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of National Emergency due to COVID-19 Pandemic (CSC-MC 10, s. 2020) is the conduct of health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of the said disease.

This is also in support to the Occupational Safety and Health (OSH) Standards for the Public Sector (Joint Memorandum Circular No. 1, s. 2020) in which employees shall report OSH related illness and accidents to the Management in order for the latter to act and provide the necessary intervention thereby enhancing the OSH Program.

In this connection, the TSU-DRRMC affirms the above-mentioned provisions and legal bases as to health and safety standards by deputizing the **Human Resource Development and Management Office (HRDMO)** to conduct the health status survey to all skeleton workforce of the University. Further, the data collected shall be forwarded to the following offices/units and they may find essential bases for:


- A. Medical Unit**
 - basis for the provision on occupational health services
- B. VPPQA-EHS**
 - basis for the surveillance, monitoring and compliance of occupational health standards
- C. University Research Office**
 - basis for research-based policy recommendations

Let us continue to work as **ONE** family in order to contain or prevent the spread of corona virus in the country.

God bless the Tarlac State University.


DR. NIÑO B. CORPUZ
Vice Chairperson, TSU-DRRMC
OIC-Vice President for Planning and Quality Assurance

Approved by:


DR. MYRNA Q. MALLARI
Chairperson, TSU-DRRMC
University President

For DMR 



Reference No. 02 s, 2020
July 22, 2020

Tarlac State University
Office of the Vice President for Planning and Quality Assurance
Date: JUL 24 2020

ADDITIONAL SAFETY PROTOCOLS AND INTENSIFIED PRECAUTIONARY MEASURES AGAINST THE SPREAD OF CORONAVIRUS

The trajectory for the COVID-19 cases is increasing and alarming. The protection of our interested parties, and educational facilities is particularly vital. While this pandemic continues to spread, it is important that TSU Community takes action to prevent further transmission, reduce the impact of the outbreak and support control measures and existing protocols. Precautions are necessary to prevent the potential spread of COVID-19 in the campus, however, maximum care must be taken also to avoid stigmatizing employees and students who may have been exposed to the virus. It is imperative to maintain a respectful, welcoming, and supportive environment since COVID-19 does not differentiate between borders, status, age, or gender.

Below are additional measures recommended to prevent the spread of COVID-19:

1. Children or any person **BELOW** twenty- one (21) years old, are not allowed to enter inside the University premises, except with **permitted** activities by the Committee. This is also stipulated Under Section 3.1 of the Omnibus Guidelines on Community Quarantine issued by the Inter- Agency Task Force (IATF) last July 03, 2020. Likewise, it is important to remember that children's susceptibility to infection during outbreaks is influenced by several factors including:
 - *Children under five years of age, seek proximity to caregivers and family members, increasing their risk of exposure if they fall ill.*
 - *Children are less likely to adhere to some hygienic practices that reduces the risk of infection due to their age, maturity, and evolving capacities.*
 - *Children immunity is generally lower than adults since they are still developing.*
2. **Limit** any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area. All transactions must be **approved and permitted** by the Committee. Individuals entering the premises must strictly follow the existing Environment, Health and Safety protocols, including the wearing of personnel protective equipment and Health Survey.



Tarlac State University
**OFFICE OF THE VICE PRESIDENT
FOR PLANNING AND QUALITY ASSURANCE**



3. The collection and processing of COVID-19 related data consists of both personal and sensitive personal information. The confidential nature of these data highlights the primacy of right of the patient to health privacy, which is articulated in RA 10173 (Data Privacy Act of 2012). The processing of personal health information in the university shall follow the **Privacy Guidelines on the Processing and Disclosure of COVID-19 related data for Disease Surveillance and Response** under the Joint Memorandum Circular No.02, series of 2020 by the National Privacy Commission and Department of Health. The use and disclosure of Health Information is intended to improve response activities, including the quality and accessibility of health services and other related interventions for COVID-19 by the Management, thus the following are hereby requested to all employees:

- *Those who are exposed to all hospitalized patients, relatives, friends or colleagues, should secure a photocopy of Sars Cov 2 Rapid Test from the hospital for proper documentation and monitoring by HRMDO and DRRMC. This shall be accompanied by a request from the Medical Services Unit.*

For the information and guidance of everyone.

Reviewed by:

Dr. NIÑO B. CORPUZ
Vice Chairperson, TSU- DRRMC
Vice President, Planning and Quality Assurance 07-23-2020

Noted by:

Dr. MYRNA Q. MALLARI
Chairperson, TSU- DRRMC
University President

FOR DMS



Tarlac State University
**OFFICE OF THE VICE PRESIDENT
 FOR PLANNING AND QUALITY ASSURANCE**



Reference No. **04 s, 2020**
 August 7, 2020

TO : ALL TSU EMPLOYEES

FROM : DR. NIÑO B. CORPUZ
 Vice President for Planning and Quality Assurance
 Vice Chairperson, TSU- DRRMC

RE : ROUTINE DISINFECTION SCHEDULE

Tarlac State University
 Records Management Unit No. 85
 By: [Signature] Date **AUG 07 2020**

In line with the University's act of resiliency and proactive mechanism to help prevent the spread of COVID-19, routine disinfection in the University premises (all campuses) shall be conducted every Monday and Wednesday at 5:45pm onwards.

Further, the routine disinfection is also part of the standard infection control practices promoted by health authorities and it shall be done by the Janitorial Grounds Services Unit (JGSU) in coordination with the Pollution Control Safety Unit (PCSU).

The safety of everyone is the utmost priority of the University. The value of unity, cooperation and compassion are essential defense in this unprecedented time.

Please be guided accordingly and keep safe.

God bless the Tarlac State University.

Noted by:

[Signature]
DR. MYRNA Q. MALLARI
 University President
 Chairperson, TSU- DRRMC

[Signature]
 FOR DMS

Form No.: TSU-VPP-SF-09	Revision No.: 00	Effectivity Date: January 23, 2020	Page 1 of 1
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Republic of the Philippines
 Tarlac State University
 Romulo Blvd. San Vicente, Tarlac City 2300
 Medical Services Office
 Official website: www.tsu.edu.ph
 Tel# (045)606-8136



Tarlac State University
 Date: *Aug 18 2020*
 August 18, 2020

Subject: Wearing of Face Shield and Facemask

ALL TSU STAFF AND PERSONNEL,

Some of our common habits, like greeting each other, talking at work put us in close contact with others and can cause Covid19 to spread. Protect yourself and others. Please do your part in wearing Facemask and Face Shield inside the office and even outside. This is one of the minimum public health standards to be complied with in all workplaces. For the information of everyone you may get a handmade Face Shield in Supply Office.

Please read attachment for the Joint Memorandum Circular No. 20-04 Series of 2020, DTI & DOLE supplemental guidelines on workplace prevention and control of Covid19. Section II letter B, Reducing Transmission of Covid-19.

For the information and compliance of everyone. Thank you so much

Respectfully yours,

Dr. Rommel M. Hernandez - for DMS
 Medical Office III - Unit Head, MSO

Noted by:

Dr. Niño Corpuz
 Vice Chairperson, TSU DRRMC
 OIC-Vice President for Planning and Quality Assurance

*4:35
 DMS*



JOINT MEMORANDUM CIRCULAR NO. 20-04
Series of 2020

**DTI AND DOLE SUPPLEMENTAL GUIDELINES ON WORKPLACE
PREVENTION AND CONTROL OF COVID-19**

WHEREAS, by virtue of its powers vested in Article 162 of the Labor Code, the Department of Labor and Employment (DOLE) promulgated the Occupational Safety and Health Standards (OSH) to protect every worker against the dangers of injury, sickness, or death through safe and healthful working conditions;

WHEREAS, the Department of Trade and Industry (DTI) is mandated under Executive Order No. 292 dated 25 July 1987 as the primary coordinative, promotive, facilitative and regulatory arm of the Executive Branch of government in the area of trade, industry and investments, and shall act as catalyst for intensified private sector activity in order to accelerate and sustain economic growth;

WHEREAS, Section 2, Chapter II of Republic Act (RA) No. 11058 entitled "An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof," expressly provides that it shall apply to all establishments, projects, sites, including establishments located inside special economic zones and other investment promotion agencies, such as Philippine Economic Zone Authority (PEZA), and Clark Development Corporation (CDC), and all other places where work is being undertaken in all branches of economic activity, except in the public sector;

WHEREAS, on 03 February 2020, the Department of Health (DOH) issued Department Memorandum No. 2020-0056 which provides for the "Interim Guidelines for 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) Response in the Workplace" which enumerated the necessary precautions to prevent, contain, and mitigate the possible transmission of the disease in workplaces in the country;

WHEREAS, on 27 April 2020, the DOH issued Administrative Order No. 2020-0015 on the Guidelines on the Risk-based Public Health Standards for COVID-19 Mitigation, prescribing the minimum public health standards to be adhered by all sectors and requiring, among others, employers to subject all employees and customers to temperature checks prior to entering the establishment, building or office spaces;

WHEREAS, on 29 April 2020, the Inter Agency Task Force for the Management of Emerging Infectious Disease (IATF) approved the Omnibus Guidelines for the Implementation of Community Quarantine in the Philippines ("Omnibus Guidelines") for recommendation to the President, mandating "*all persons to wear face masks, earloop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchief, or such other protective equipment, or any combination thereof, which can effectively lessen the transmission of COVID-19;*"

CERTIFIED TRUE PHOTOCOPY


JOEL R. CRUZ
Director, HRAS
Department of Trade & Industry

WHEREFORE, upon consultation with and recommendation of the DOH, to further ensure the safety and health of employees in the private sector, the following supplemental guidelines are hereby issued for the guidance of all concerned.

I. Coverage

This Joint Memorandum Circular (JMC) shall apply to all private establishments regardless of economic activity, including those located inside special economic zones and other areas under the jurisdiction of Investment Promotion Agencies (e.g. Philippine Economic Zone Authority (PEZA), Clark Development Corporation (CDC), Authority of the Freeport Area of Bataan (AFAB), Aurora Pacific Economic Zone and Freeport (APECO, etc.)).

II. Workplace Safety and Health

Employers are required to implement all necessary workplace safety and health programs, including the following COVID-related programs, at no cost to the employees:

A. Increase Physical and Mental Resilience

1. Employers shall provide their employees with psychosocial support, especially those presenting mental health concerns. If this is not available, a referral system to mental health specialists must be in place, either through establishing a network with an accredited health facility, through telemedicine services, or through the National Center for Mental Health Crisis Hotline at 0917-899-8727 (0917-899-USAP) and (02) 7-989-8727 ((02)-7-989-USAP).
2. Employers shall likewise promote work-life balance, especially in these trying times through proper scheduling of activities and workforce rotation.
3. Company policies on prevention and control of COVID-19 should be aligned with the existing minimum public health standards and guidelines issued by the DOH and other regulatory agencies.

B. Reducing Transmission of COVID-19

1. The following are the minimum public health standards to be complied with in all workplaces:
 - a. Masks
 - i. Medical grade masks are highly encouraged and should be properly disposed of after use.
 - ii. Masks with vents should not be used.
 - iii. Cloth masks, with additional filter such as tissue paper or similar material, may be used as long as they are clean and washed daily. The filter should be changed daily or after every sneezing or coughing episode, and should be properly disposed of after use. Hands should be washed/disinfected before replacing the filters.
 - iv. Frequent mask handling and manipulation should be avoided.
 - b. Face shields
 - i. Face shields shall cover the entire face (completely cover the sides and length of the face). If possible, face shields should extend to the ears and below the chin.
 - ii. Visor-type face shields shall not be allowed.

- iii. Face shields and masks should always be worn together when interacting with colleagues, clients and/or visitors.
 - iv. Face shields may be removed according to the demands of the work or when the occupational safety and health of the employees so requires.
- c. Physical Distancing
- i. Physical distancing of at least one (1) meter, or two (2) meters when possible, shall be observed at all times. This must be practiced in combination with the wearing of masks and face shields.
- d. Frequent Disinfection
- i. Frequent handwashing with soap and water or the application of alcohol-based disinfectants shall be mandatory in all workplaces and is encouraged to be practiced at home.
2. The following disinfecting/washing resources, supplies/materials should be made available to employees and clients/visitors:
- a. hand washing stations,
 - b. soap and sanitizers, and
 - c. hand drying equipment or supplies (e.g. single use paper towel).

The foregoing supplies/materials should be placed in the following strategic locations in the workplace:

- i. Corridors or hallways
 - ii. Conference areas
 - iii. Elevators
 - iv. Stairways
 - v. Points of entry
 - vi. Locker rooms
 - vii. Common areas (e.g. lounge, pantry, etc.)
 - viii. Bathroom
 - ix. Canteen
 - x. Personal workspace
 - xi. Company vehicles and shuttle services
3. Display of signages/visual cues and reminders to practice proper handwashing and other hygiene behaviors among employees is mandatory. These include:
- a. Hand washing with soap and water, or use of hand disinfectants with alcohol-based sanitizers specifically, but not limited to, the following instances:
 - i. Before and after handling food or eating;
 - ii. After using the bathroom;
 - iii. Before and after taking off their face mask and/or face shield;
 - iv. After touching frequently-touched surfaces and objects (e.g. stair railings, elevator controls, door knobs); and
 - v. Before and after touching their face.
 - b. Advising employees to conduct surface disinfection in their work stations before the start of the shift, intermittently during shift and at the end of the shift.
 - c. Discouraging sharing of personal items between employees to prevent possible transmission.

CERTIFIED TRUE PHOTOCOPY

JOEL R. CRUZ
Director, HRAS
Department of Trade & Industry

for accipis memo medical



Republic of the Philippines
Tarlac State University
Romulo Blvd. San Vicente, Tarlac City 2300
Medical Service Office
Official website: www.tsu.edu.ph
Tel # (045) 606 8136



August 26, 2020

4:45 pm
AUG 26 2020

TSU Medical Advisory

To: **ALL Employees**

Subject: **Medical consultations**

Please be informed of the following guidelines regarding Medical consultations

Consultations at the University Clinic :

- Recommendations shall be indicated in the TSU Medical Certificate. Bedrest , 14 day quarantine or the need for referral, to undergo specific tests as deemed necessary
- Therefore, the **Medical Certificate clearance to return to work** must emanate from the **TSU Medical Service Office**.

Consultations with Private Physicians:

- We require the employee to submit the **Medical Certificate issued by your attending Physician** indicating if you are to go on bedrest for how many days or 14 day home quarantine as the case maybe.
- Therefore, the **Medical Certificate clearance to return to work** must be from your **Attending Physician**. This should be submitted to the Medical Service Office for evaluation and reference.

Report of Hospital stay or visit (TSU MC no.10, s 2020) from the OUP

- Should fill out the form from the time of Hospital admission up to **3 days only**.
- You are therefore encouraged to report this to the **Medical Service Office** within the said prescriptive period.

Please be guided accordingly.

Rommel M. Hernandez, MD, CFP, MHA for DMS
Medical Officer III

[Handwritten signature]

DMS 9:52 8/28/20



Reference No. 03, s. 2020
 September 9, 2020

Revised Management Unit No. 125
 By: *[Signature]* Date: **SEP 15 2020**
 11:23

Guidelines on Waste Segregation for the New Normal

The Pollution Control and Safety Unit (PCSU) under the Office of the Vice President for Planning and Quality Assurance is enjoining everyone to observe proper waste segregation, handling and disposal of wastes in accordance with the provisions of RA No. 9003 and RA No. 6969 otherwise known as Toxic Substances and Hazardous and Nuclear Wastes Control Act.

Practicing proper waste segregation in accordance with Republic Act No. 9003 or the Ecological Solid Waste Management Act and proper handling of infectious healthcare wastes such as used face masks and gloves are considered special wastes will help stop the spread of COVID19.

Refer to below guidelines for Proper Solid Waste Segregation in the New Normal:

1. For Outdoor Waste Bins:



Fig. 1. Blue Bin for Non-Biodegradable (Non-Recyclable) Waste

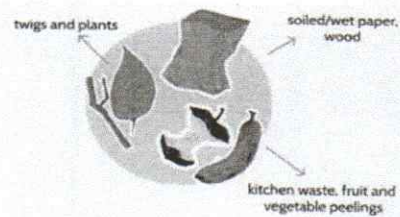


Fig. 2. Green Bin for Biodegradable / Compostable

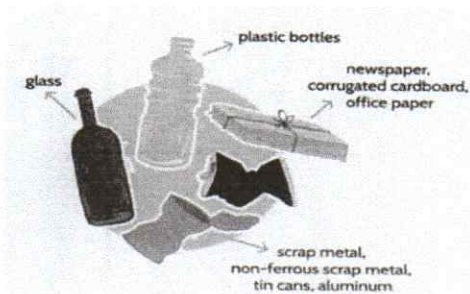


Fig. 3. Red Bin for Recyclable



Fig. 4. Yellow Bin for Infectious Waste

- a. For infectious / healthcare waste, like spoiled tissues, used gloves and face mask; must be disposed in a yellow liner/ trash bag. This will help to reduce the risk of contamination especially to our waste collector and hauler.
- b. Yellow trash liner / bag will be endorsed by the VPPQA- PCSU to Facilities Development and Management Office -General Services Unit (FDMO-GSU).



c. Standardized Four-Bin System in the University:



Figure. 5. Standardized Outdoor Waste Bins

2. Office Waste Bins:

a.) Provide Four-Bin System (if four colored bins are available)



Figure 6. Office Waste Segregation

- RED BIN- for recyclable waste (e.g. bottles, cans, cardboard paper)
- GREEN BIN- for biodegradable waste (e.g. food waste)
- BLUE BIN – for residual waste or non-recyclable waste (e.g. candy wrapper, food wrapper)
- YELLOW BIN- for infectious waste (e.g. spoiled tissue, used facemask, gloves)



Tarlac State University
**OFFICE OF THE VICE PRESIDENT
 FOR PLANNING AND QUALITY ASSURANCE**
 Pollution Control and Safety Unit



b.) If four colored bins are **NOT** available in the office, below signage may use:



Figure 7. Signage if four colored bins are not available

c.) Provide segregation for paper (long/ short sizes) that are still possible to be re-used:

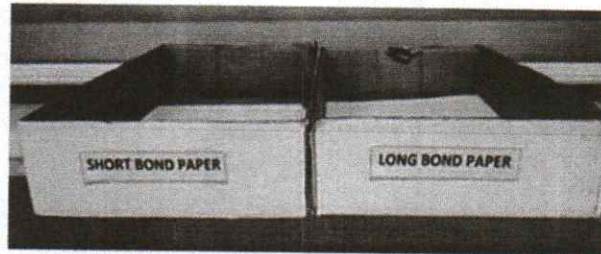


Figure 8. Segregation for Paper

3. Facilities Development and Management Office – General Services Unit (FDMO-GSU) shall conduct the daily collection of waste.
4. All residual waste will be transferred to the designated collection area for LGU hauling.
5. Hazardous waste (e.g. busted bulbs, used battery, paint container) and recyclables shall be transferred to the designated Material Recovery Facility.
6. Yellow trash bag is use for infectious/ special waste as mandated by DENR to serve as caution for hauler or collector of waste to prevent COVID-19 transmission.
7. Copy of below infographics is now available at the Business Center for printing. Kindly coordinate with VPPQA-PCSU Office for some inquiries.

INFOGRAPHICS FOR WASTE SEGREGATION





Tarlac State University
**OFFICE OF THE VICE PRESIDENT
FOR PLANNING AND QUALITY ASSURANCE**
Pollution Control and Safety Unit



For the information and compliance of everyone.

Prepared by:


ENGR. MICHELLE D. RIVERA
Pollution Control Officer



PROF. FEDERICO ESTARDA JR.
Safety Officer


AR. CHERRY L. FABIANES
Safety Officer

Reviewed and recommended for Approval by:


DR. NINO B. CORPUZ
VP for Planning and Quality Assurance

Approved by:


DR. MYRNA Q. MALLARI
University President

FOR DMS 



October 29, 2020

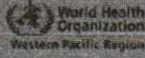
TSU-MSO-08-20

MEDICAL ADVISORY

All Employees,

Tarlac State University
 Office of the Vice President for Academic Affairs
 Date OCT 29 2020
 186
 3/15

In view of the easing of restrictions, please be reminded of the "3 C's" in order to prevent the spread of Covid-19.

Avoid the Three Cs 






Be aware of different levels of risk in different settings.

There are certain places where COVID-19 spreads more easily:


- 1 Crowded places**
with many people nearby
- 2 Close-contact settings**
Especially where people have close-range conversations
- 3 Confined and enclosed spaces**
with poor ventilation

The risk is higher in places where these factors overlap.
 Even as restrictions are lifted, consider where you are going and #StaySafe by avoiding the Three Cs.

WHAT SHOULD YOU DO?

-  Avoid crowded places and limit time in enclosed spaces
-  Maintain at least 1m distance from others
-  When possible, open windows and doors for ventilation
-  Keep hands clean and cover coughs and sneezes
-  Wear a mask if requested or if physical distancing is not possible

If you are unwell, stay home unless to seek urgent medical care.


 Dr. Rommel M. Hernandez, M.D. - for DMS
 Medical Officer III
 Unit Head- TSU MSO

Noted by:


 Dr. Erwin P. Lacanlale
 Vice President for Academic Affairs

8:27
 dm_s



November 6, 2020

Office Memorandum Order
 No. **92**, s. 2020

Tarlac State University
 Human Resource Management Unit No. **1113**
 By **3/8** Date **NOV 06 2020**

To: **ALL UNITS/OFFICES/COLLEGES OF THE UNIVERSITY**
 Subject: **REIMPLEMENTATION OF THE SKELETON WORKFORCE RELATIVE TO THE COVID-19 PANDEMIC PRECAUTIONARY MEASURES**

In relation to the increasing number of COVID-19 cases in the Province, the University will be reimplementing the skeleton workforce effective **November 10, 2020**.

All offices must group their skeleton workforce into two:

- **First Group** will render services every **Tuesday and Thursday**
- **Second Group** will render services every **Wednesday and Friday**

Every group must be composed of 50% of the total number of staff per office/unit/college with equal distribution of job order and permanent personnel.

The following are exempted to the changes in the work schedule:

- Facilities Dev't Management Office
 - Except those Janitorial and Grounds Services Unit staff assigned to offices
- Civil Security Unit
- Medical Services Unit
- Management Information Systems Office
- Office of Public Affairs

The rest of the units, offices and colleges that are not exempted must submit their revised **Alternative Work Agreement Form (TSU-HRD-SF-146)** attached herewith **today, November 6, 2020, before 5:00PM at the HRDM Office thru email: hrdmo@tsu.edu.ph**. The form can be downloaded from the TSU website.

All heads of each unit/office or college must ensure that services are not hampered by their skeleton work schedule. All meetings scheduled prior to this issuance must be done via Zoom.

For your strict compliance.



MARLON C. DELA CRUZ, RGC, CPHR
 Director

Noted:


DR. NIÑO B. CORPUZ
 Vice Chair, DRRMC


DR. MARLON V. GAMIDO
 Vice President, Administration and Finance

Approved:


DR. MYRNA Q. MALLARI
 University President



TARLAC STATE UNIVERSITY
DISASTER MANAGEMENT AND RISK REDUCTION COMMITTEE

Romulo Blvd., San Vicente, Tarlac City

Tel. No. (045) 982-4630

Website: www.tsu.edu.ph

Tarlac State University
Records Management Unit No. 190
By *[Signature]* Date **NOV 10 2020**

RECOMMENDED PROTOCOLS FOR THE REPAIR AND MAINTENANCE OF VARIOUS MACHINES LOCATED AT BUSINESS AFFAIRS & AUXILIARY SERVICE OFFICE (BAASO)

1. No face mask No face shield, No entry policy.
2. The technician must undergo thermal scanning and sanitation prior to entry. This will be administered by the TSU- Civil Security Unit.
3. Observe Social Distancing all through-out the activity. Follow the yellow lane provided in the flooring for proper queue control.
4. All private vehicles of the maintenance/technician is not allowed to enter the Campus premises.
5. The technician must wash/ sanitize their hands before entering premises. The designated wash area is located at the Gender and Development Office.
6. After the maintenance, the technician is not allowed to stay inside the premises of the university.
7. For safety purposes, the technician MUST bring his/her equipment/tools. No borrowing of tools/equipment of University.
8. The technician must STRICLY follow the protocols provided by the University.
9. The technician must fill-out the Health Survey administered by CSU for COVID- 19 traceability purposes.
10. The compliance of the protocols shall be monitored by the VPPQA- PCSU.
11. The technician must secure Travel Pass from their respective LGU.
12. The Technician must secure Medical Certificate issued by their respective LGU.

Prepared by:

[Signature]
PROF. FEDERICO M. ESTRADA JR.
University Safety Officer, VPPQA

MR. KENNETH E. GACUSAN
Environmental Analyst, VPPQA

Reviewed and Recommended for approval by:

[Signature]
DR. ROMMEL HERNANDEZ
Chairperson, COVID-19 Inter-agency Task Force / University Health Officer

DR. NIÑO B. CORPUZ
Vice Chairperson, DRRMC / VP-Planning and Quality Assurance *11-10-2020 * With certification*


Approved by:

[Signature]
DR. MYRNA Q. MALLARI
University President

Tarlac State University
Business Affairs and Auxiliary Services Office
Tarlac City

November 5, 2020

This is to certify that the repair and maintenance of RFID printer located at the Digital Unit is scheduled prior to the re-implementation of University's skeleton Work Force.


Engr. Pedro G. Suerte Felipe Jr.
Director



Tarlac State University

DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE

Reference No. TSU-DRR No. **001-20**
Date: November 18, 2020

Tarlac State University
Records Management Unit No. 193
By: [Signature] 9:45 Date: **NOV 18 2020**

TO : ALL TSU EMPLOYEES

RE : ADJUSTMENT ON THE ROUTINE DISINFECTION AND SANITATION SCHEDULE

In reference with the Office Memo No. 4, s. 2020 dated August 7, 2020 as to the routine disinfection schedule due to COVID-19 pandemic, **the said schedule is hereby adjusted from 5:45 pm to 6:15 pm** on the same day every Monday and Wednesday so as to maximize office operations and delivery of public services.


Further, Janitorial Staff assigned to specific offices will be deployed to grounds. Thus, all personnel are enjoined to do personal cleaning and maintenance of 5S (*sort, set in order, shine, standardize and sustain*) in their respective work areas to minimize exposure to risk of COVID-19 transmission.

It is highly recommended through Mr. Jimmy Vasquez, JGSU Head to assign one janitorial staff who will take charge of the waste disposal every after 6:00 pm.

We shall continue to be proactive and observe established university health and safety protocols for the protection of the whole academic community.

Thank you for your usual cooperation and keep safe everyone.

DR. NIÑO B. CORPUZ
VP for Planning and Quality Assurance
Vice Chairperson, TSU-DRRMC

Noted by:

DR. MYRNA Q. MALLARI
University President

Encl. Office memo reference No. 4, s. 2020

For DMS 

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Tarlac State University
DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE

Reference No. TSU-DRR No. **002-20**
 Date: December 04, 2020

Tarlac State University
 Records Management Unit No. 705
 R 3-12 Date **DEC 04 2020**

TO : ALL TSU EMPLOYEES


R E : SUPPLEMENTARY HEALTH AND SAFETY PROTOCOLS DUE TO COVID-19 PANDEMIC

1. Group meals are discouraged. During breaktime, employees are advised to eat at their own respective work areas. *(This is the only time when we remove our face masks, and the time that we are vulnerable to get infected with COVID- 19.*
2. Employees are encouraged to bring their own food (if possible) to avoid further exposure outside the university premises.
3. To ensure physical distancing in the office, it is recommended to arrange the tables and chairs two (2) meters away from each other. If the arrangement is not possible, provide enclose plastic barriers per workspace or table following one (1)-meter distance. Limit close conversations during the duration of office stay.
4. It is encouraged to use the pigeon box for document transaction and inter office communication. Designate one (1) person per work schedule to circulate documents.
5. All employees using the TSU shuttle service and routinary service are required to sign the monitoring/attendance form. Observe physical distancing, no conversation allowed and no answering of phones.
6. If a member of staff is reported or suspected COVID-19 infected, a risk assessment of each situation will be undertaken by the Disaster Risk and Reduction Management Committee (DRRMC). Dr. Rommel M. Hernandez, our Medical Health Officer shall advice on how to manage staff and members of the university based on the assessment of the risk.
7. If staff is sick or manifests COVID-19 symptoms, the case should be reported by the Unit/Office Head to HRDMO & Medical Services Unit for appropriate and necessary action.
8. Limit visitors, only those with official business shall be allowed and those with immediate concerns. They are required to follow basic and minimum health protocols issued by the University. Further, all walk-in clients/ visitors are only allowed to enter the University premises with the approval of the University President and required to secure and fill out the "University Visit/ Entrance Request Form" (TSU-DRR-SF-04) from the Civil Security Unit.
9. If an employee has attended an occasion and has brought down his/ her mask, then he/ she is very high risk. It is his/ her responsibility to limit activities/ contact when he/ she reports from work after the occasion. This is because of high probability of infection.
10. The compliance of the protocols shall be monitored by the Medical Services Unit (MSU) and Pollution Control and Safety Unit (PCSU).

Let us continue to be proactive to prevent the spread of corona virus.

DR. NIÑO B. CORPUZ
 VP for Planning and Quality Assurance
 Vice Chairperson, TSU-DRRMC

Noted by:


DR. MYRNA Q. MALLARI
 University President

For DMS 

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Tarlac State University

DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE

Reference No. TSU-DRR No. 001-21

Date: February 5, 2021

Tarlac State University

Records Management Unit No. 36

By [Signature] Date FEB 09 2021

TO : ALL TSU EMPLOYEES

R E : HEALTH AND SAFETY PROTOCOLS OF THE UNIVERSITY: REITERATION AND SUPPLEMENTARY

To ensure continuous safety from the COVID-19 virus, the university is committed to optimizing health and safety protocols and precautionary measures as we go back to the regular 4-day work week.

REITERATION:

1. Wash your hands often with soap and water for at least 20 seconds, especially after being in a public place. If soap and water are not readily available, use a hand sanitizer or alcohol.
2. Always wear your face mask covering over your mouth and nose.
3. Always wear your face shield.
4. Practice social distancing.
5. Alcohol in each office should always be refilled. If empty, coordinate with the Safety Officer or with the janitor-in-charge.
6. If you feel sick, it is safer to stay home and take a rest. If you have symptoms like fever, cough, shortness of breath etc. seek the university doctor's advice.
7. Be advised that the document pigeon box in each office should be utilized to avoid close contact to other employees.
8. Always follow the signages provided by the university for your safety. (e.g. arrows, entrance and exit etc.)
9. Use the entrance and exit accesses accordingly.
10. Clean and disinfect surfaces around your workplace frequently.
11. Disinfection schedule is done on Mondays and Wednesdays.
12. Be responsible to clean and disinfect your offices frequently to avoid the spread of the virus.

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* Report with attachment [Signature]
02-16-2021



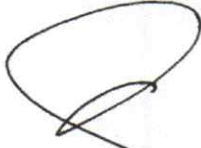
Tarlac State University
DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE

SUPPLEMENTARY:

1. The university has provided an automatic alcohol dispenser and an automatic temperature scanner at the lobby of the Admin building for you to use once you visit the building. The body temperature of visitors/ employees shall be recorded by the guard on-duty.
2. Strictly be reminded of the proper use of the QR code which is installed in each office. Log-in and log-out at your own office to avoid close contact to other people.
3. A logbook for visitors in each office is required, so that contact tracing will be easier to conduct.
4. Be advised to clean and disinfect your plastic shields in your respective offices regularly. You may remove these shields if you opt to as long as you follow the precautionary measures set by the university.
5. It is also recommended that the frontline offices (Medical, Cashier, Registrar, Student Affairs Services) should maintain these plastic shields for their safety.


Let us all follow the proper precautions to protect ourselves from the spread of the COVID-19 virus.

Thank you for your usual cooperation, resilience, and continued support to the university as we take the necessary measures in this time of pandemic.



DR. NIÑO B. CORPUZ
VP for Planning and Quality Assurance
Vice Chairperson, TSU-DRRMC

Noted by:



DR. MYRNA Q. MALLARI
University President
Chairperson, TSU-DRRMC

For DMS



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**TARLAC STATE UNIVERSITY
DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE**

VISITOR'S LOGBOOK

TSU-DRR-SF-05

Rev 00

Effectivity Date: February 10, 2021



February 22, 2021

Office Memorandum Order
 No. 36 s. **2021**

Tarlac State University
 Records Management Unit No. 310
 Date FEB 22 2021

To : **ALL OFFICIALS AND EMPLOYEES**
 Subject : **EARLY TIME OFF DUE TO REGULAR DISINFECTION ACTIVITY**

In relation to the regular disinfection activity of the University scheduled every Monday, the official time this Monday February 22, 2021 will be until 5:00 PM instead of 6:40 PM. This is to provide the disinfection team enough time to fully disinfect all the buildings and facilities of the University.

For the information of everyone.

[Signature]
MARLON C. DELA CRUZ
 Director

Noted: *Recommending Approval.*

[Signature]
DR. MARLON V. GAMIDO
 Vice President, Admin. and Finance

[Signature]
DR. NIÑO B. CORPUZ
 VP, Planning and Quality Assurance

APPROVED:

[Signature]
DR. MYRNA Q. MALLARI
 President

[Signature]
 For DMS



February 24, 2021

Office Memorandum Order
 No. 37 s. **2021**

Tarlac State University
 Records Management Unit No. 320
 By AB Date Feb 24 2021
 11/AB

To : **ALL OFFICIALS AND EMPLOYEES**
 Subject : **EARLY TIME OFF AND QUARANTINE MEASURES DUE TO COVID-19 POSITIVE CASE**

As a standard health protocol in relation to the recent COVID-19 positive case in the University, the disinfection activity scheduled every Wednesday will be undertaken earlier. The official time this Wednesday February 24, 2021 will be until 12:00 NN instead of 6:40 PM. This is to provide the disinfection team enough time to fully disinfect all the buildings and facilities of the University.

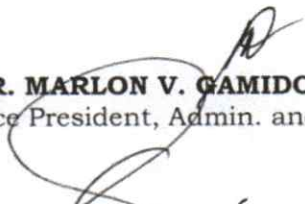
Additionally, ^{contact &} ~~contract~~ tracing has been conducted and all identified offices and personnel will be personally informed by the HRDMO through call/text message. They are strictly advised to undergo 14-day home quarantine and report to their respective heads if they experience any symptoms. Self-care and physical distancing at home shall be observed as well. Any personnel who would like to quarantine at the University Hotel may coordinate with Dr. Niño Corpuz through 0919-086-7906.

All heads shall ensure that their services and operations will not be hampered by these precautionary measures.

For the information and compliance of everyone.



MARLON C. DELA CRUZ
 Director

Recommending Approval:


DR. MARLON V. GAMIDO
 Vice President, Admin. and Finance

DR. NIÑO B. CORPUZ
 VP, Planning and Quality Assurance
 02-24-2021

APPROVED:


DR. MYRNA O. MALLARI
 President

*Keep safe everyone
 and God is with us
 all!!!*

For DMS



Tarlac State University

DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE

Tarlac State University
Management Unit No. 5
Date: **MAR 23 2021**
5:30

Reference No. TSU-DRR No. **003-21**

Date: March 23, 2021

TO : ALL TSU EMPLOYEES

RE : ADDITIONAL SAFETY AND HEALTH PROTOCOLS

The observed increase in COVID-19 cases in the country especially in the NCR, Region I and Region III is disturbing. To help build and sustain resilience and lend support to all the employees amidst the pandemic, the University commits to heightening the health and safety protocols as we approach the Holy Week season.

The TSU-Disaster Risk Reduction and Management Committee (TSU-DRRMC) recommends the strict observance of the following additional safety and health protocols for the protection of everyone as we continue our quality services to all our stakeholders:

1. Travel increases our chance of spreading and getting COVID-19 and other viruses, hence, everyone is encouraged to stay home during the Holy Week break and avoid non-essential travel. If you have a scheduled travel, strictly take steps to protect yourself and others by following the minimum safety and health protocols.
2. If you traveled during the break, our University Medical Officer recommends you monitor your health for 14 days if you have observed symptoms. As much as possible, limit your transaction at TSU.
3. The University now follows a 3-day work week, thus the HRDMO imposes all employees to strictly follow our office and work from home schedules. Overtime is not recommended at this time.
4. Attendance to flag raising is suspended. The Philippine flag shall be raised at 7:00am every Tuesday and the recorded Philippine National Anthem "*Lupang Hinirang*" shall be aired at the same time.
5. The conduct of face-to-face extension activities and ocular visit to extension sites are also suspended.
6. Office/Unit heads should monitor their staff who are in sick leave, watching over a sick loved one or relative. In agreement, the staff should submit a medical certificate of the loved one who is sick or at high risk to the Medical Service Office.
7. Honesty among the employees is essential. If you have symptoms or exposed with a COVID-19 positive, you may communicate to the Medical Service Office thru its FB page at <https://www.facebook.com/tsumso> or call (045) 606-8136.
8. All employees are advised to update their contact information in the TSU employee portal.

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Tarlac State University

DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE

9. Disinfection in the offices is done on Mondays and Wednesdays. Make sure that each office is being disinfected to prevent the spread of virus. If your office is not being disinfected during the mentioned schedule, coordinate with the Safety Team of the University.
10. Strictly be reminded of the proper use of the QR Code which is installed in each office.

For further guidance, please refer to the TSU-DRRMC, HRDMO and Medical Service Office Issuances related to the COVID-19 established precautionary measures/safety and health protocols.

Let us all follow the proper precautions and additional protocols to protect ourselves from the spread of the COVID-19 and other variants. Together, let us take responsibility against these dangerous variants.

Thank you for your usual cooperation, resilience, and continued support to the University.

DR. NIÑO B. CORPUZ
VP for Planning and Quality Assurance
Vice Chairperson, TSU-DRRMC

Noted by:

DR. MYRNA Q. MALLARI
University President
Chairperson, TSU-DRRMC

For DMS 

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