

18 May 2020

TO :

2. Jobs that require physical presence to perform effectively are normally not suitable for telecommuting. Personnel holding jobs not suitable for telecommuting may be required to perform other tasks or assigned to WFH activities

e. Employee Checklist for WFH (Appendix D):

<http://www.dlsu.edu.ph/wpcontent/uploads/pdf/opm/wfh/appendix-d-employee-checklist-for-wfh.pdf>

f. Safety Checklist (Appendix E): <http://www.dlsu.edu.ph/wp-content/uploads/pdf/opm/wfh/appendix-e-safety-checklist-for-telecommuting-employees.pdf>

WFH policy orientations for units/departments will be conducted starting May 20, 2020. The Community, Culture, and Human Resources Services (CCHRS) will coordinate with the offices for the schedule of the orientation. Also, please feel free to contact CCHRS via email Ms. Evelyn San Juan at evelyn.sanjuan@dlsu.edu.ph for your queries or concerns on the Work-From-Home arrangement.

Thank you and I continue to pray for the health and safety of the Lasallian family during these challenging times.