**Alternative Work Arrangement**

**Inclusive Dates:** **Office/Unit**:

**Directions:** Plot the official hours to be served by your skeleton workforce in a week. Put WFH if staff is on Work-from-Home schedule on a specific time/day.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of**  **Job Order Employee** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Total Hours** | **WFH Task** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of**  **Plantilla Employee** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Total Hours** | **WFH Task** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total No. of Personnel** | **AM** |  |  |  |  |  | **Legend: WFH** – Work-from-Home |
| **PM** |  |  |  |  |  |

Prepared and Recommended by: Approved by: Noted by:

Dean/Director/Unit HeadVice President – President