



OFFICE OF THE SECRETARY OF THE UNIVERSITY  
**UNIVERSITY OF THE PHILIPPINES**

22 June 2020

Memorandum No.: RJL-2020-03-02

For : Vice Presidents  
Chancellors

Subject : **Reiteration of Memorandum Order No. OSU2020-03-01: OSU Protocol for the Duration of the Health Emergency**

In conformity with the instructions of the Office of the President, we reiterate that the Office of the Secretary of the University will not receive hard copies of documents emanating from UP units (see Memorandum Order No. OSU2020-03-01: OSU Protocol for the Duration of the Health Emergency, hereto attached). Any hard copies of documents emanating from UP units which are transmitted to OSU will therefore not be received, and will be returned to the units from which the documents originated.

In lieu of hard copies, OSU will only receive digital copies or electronic files through [osu@up.edu.ph](mailto:osu@up.edu.ph) and logged in the Document Tracking System (DTS).

We enjoin all Vice Presidents and Chancellors to ensure that this directive be disseminated to all offices within your respective units.

Please be guided accordingly.

**ATTY. ROBERTO M.J. LARA**  
Secretary of the University  
and of the Board of Regents

cc: Office of the President

NOTED:

**FIDEL R. NEMENZO, D.Sc.**  
Chancellor  
U.P. Diliman 6/23/20

*For dissemination.*