



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

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29 July 2020

MEMORANDUM NO. NGY 20 – 105

TO : Chancellors
Director, UP-PGH
Heads of Offices/Units
All Concerned Employees

SUBJECT : **Guidelines for Personnel under the COVID-19 Vulnerable and High-Risk Groups in Reporting to the Office**

Pursuant to the following Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, pertinent to the duration of the Enhanced Community Quarantine (ECQ), Modified ECQ, and General Community Quarantine (GCQ), issued by the Inter-agency Task Force (IATF) for the Management of Emerging Infectious Diseases, those who are part of the COVID-19 Vulnerable and High-Risk Groups are required to stay at home, except when it is necessary to work in the office.

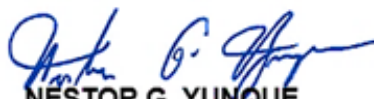
“Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidity, or other health risks, and pregnant women, including any person who resides with the aforementioned, shall be required to remain in their residences at all times, except when indispensable under the circumstances for obtaining essential goods and services, or for work in industries and offices or such other activities permitted in this Section...” (Omnibus Guidelines dated 22 May 2020)

“Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall be required to remain in their residences at all times; Provided that all activities and movements allowed under other Sections of these Guidelines for the foregoing persons shall continue to be permitted under MGCQ.” (Inclusion of MGCQ, pursuant to amended guidelines as of 03 June 2020)

A similar provision is also provided in the CSC MC 10, s.2020*, “... except when their services are indispensable under the circumstances or when office work is permitted”.

Following the said government guidelines, all UP regular and contractual personnel, as well as individuals engaged through Contract of Service (COS) / Job Order (JO) concerned are directed not to report to the office during the community quarantine. Heads of Office, however, are urged to plan Work-From-Home tasks for them. Nevertheless, in cases where those who are part of the COVID-19 vulnerable and high-risk groups have to report to the office due to exigency of the service, an Office Order must be issued.

For strict compliance.


NESTOR G. YUNQUE
Vice President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University

*Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s.2020 re: 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