



**OFFICE OF THE VICE CHANCELLOR FOR  
PLANNING AND DEVELOPMENT**

University of the Philippines  
Community Affairs Complex, Jacinto Street, U.P. Diliman, Quezon City  
Philippines, 1101 Tel. Nos. 925-6996 / 981-8500 loc. 4040



12 January 2021

**MEMORANDUM NO. RBF-21-004**

**TO : DEANS, DIRECTORS & UNIT HEADS  
ALL UP DILIMAN CONTRACTORS**

**RE : TEMPORARY SUSPENSION OF SITE INSPECTION**

*Raquel B. Florendo*

**FROM ; PROF. RAQUEL B. FLORENDO**  
Vice Chancellor for Planning and Development

Following the Memorandum No. FRN-20-083 of the Office of the Chancellor regarding Mass Testing for SARS-CoV2, the Office of the Vice Chancellor for Planning and Development (OVCPD) and its Cluster Offices – Balay Internasyonal and Office of the Campus Architect (OCA) **will be on a Work-From-Home arrangement for 14-days beginning Monday, 11 January 2021.**

OVCPD, OCA will still be in operation through a WFH arrangement, while we are all waiting for the swab results of. With this, all previously scheduled site inspection is temporarily suspended for safety of everyone. Should you have further clarifications, concerns and inquiries, we can be reached at the following email addresses and telephone numbers:

UNIT	EMAIL	CONTACT NUMBER
OVCPD	ovcpd.upd@up.edu.ph	+639276834460; +639176431025; +639284733887.
Office of the Campus Architect (OCA)	<a href="mailto:oca.upd@up.edu.ph">oca.upd@up.edu.ph</a> cc: ovcpd.upd@up.edu.ph	+639053514436

OVCPD and its Cluster Offices will **resume its on-site operations on Monday, 25 January 2021.** All on-site inspections to the Unit will resume starting 27 January 2021 and will be rescheduled accordingly. We apologize for the inconvenience it may cause.

Thank you for your kind attention and understanding.

cc: Office of the Campus Architect  
Balay Internasyonal

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