



**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



06 January 2021

MEMORANDUM NO. RBF-2021-001

To : All Dean, Directors and Heads of Unit
Re : Office Closure
From : **[ORIGINAL SIGNED]**
Prof. Raquel B. Florendo, Ph.D.
Vice Chancellor for Planning and Development

Dear Sir/Mam:

Pursuant to the Office of the Chancellor's Memorandum Number FRN-20-083 regarding the Mass Testing for SARS CoV2 the Cluster Offices under the UP Diliman Office of the Vice Chancellor for Planning and Development (OVCPD) including Balay Internasyonal and the Office of the Campus Architect (OCA) will be closed from Friday, 8 January 2021 until Monday, 11 January 2021.

All personnel will undergo swabbing on Friday, 8 January 2021 and are not allowed to physically report for work until the result of the swab test is released and cleared by the University Health Service. Everyone will be on a Work From Home arrangement during the said period. All transactions shall be made via email.

Should you have any inquiry, clarifications please don't hesitate to email ovcpd.upd@up.edu.ph or call +639276834460; +639176431025; +639284733887.

Thank you for your kind understanding.