



OPISINA NG BISE TSANSELOR PARA SA GAWAING PANGKOMUNIDAD

UNIBERSIDAD NG PILIPINAS DILIMAN

Quezon Hall, Diliman, Lungsod ng Quezon

Telepono: (632) 8928 2947; 8981 8500 local 8600, 8601

e-mail: ovcca.updiliman@up.edu.ph



Ika-22 ng Marso 2021

Memorandum Blg. ABB – 21 – 10A

Para Sa : Mga Dekano, Direktor, Pinuno ng Yunit, Fakulti, REPS, at Kawani

Paksa : **Access sa *Pre-registration Form* para sa *COVID-19 Vaccination* ng mga Empleyado ng UP Diliman**

Maraming salamat sa mga nakapagrehistro na. Maraming salamat din sa mga nagpaabot sa limitadong access para sa mga kawani na walang UP email address.

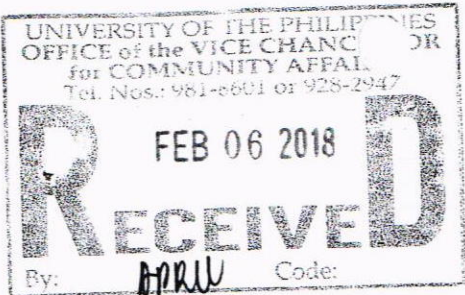
Nais naming ibalita sa inyo na maari nang magrehistro ang mga empleyado na wala o hindi aktibo ang kanilang UP email account, kaugnay sa kalalabas lamang na Memorandum Blg. ABB – 21 – 10 o ang *Pre-Registration Form para sa COVID-19 Vaccination ng mga Empleyado ng UP Diliman*. Paki-email sa ovcca.updiliman@up.edu.ph o tumawag sa 89282947 o VOIP 8601 kung kayo ay nahihirapan pa sa inyong pre-registration.

Habang ang paghihigpit sa pag-access nito ay natanggal na, hinihimok ang mga kawani na sumunod sa Memorandum Blg. MLT – 18 - 056, at Memorandum NGY 20 – 129 (na inilabas ng HRDO noong huling quarter ng 2020), kaugnay sa paggamit ng UP email account. Maaaring bisitahin ang website ng *UP Computer Center* para sa mga kinakailangang gawin, o mag email sa helpdesk@up.edu.ph para sa mga katanungan.

Hinihiling naming ang inyong pang-unawa at kooperasyon.

PROF. ALELI B. BAWAGAN, PhD.

Bise Tsanselor Para sa Gawaing Pangkomunidad



OVCCA FILE *Gr 2/8/18*

UNIVERSITY OF THE PHILIPPINES
DILIMAN QUEZON CITY
VoIP TRUNKLINE 981-8500 LOCAL: 2558, 2556
DIRECT LINE: (632) 929-5401, (632) 927-1835
FAX: (632) 928-2863
E-MAIL: chancellor.updiliman@up.edu.ph

OFFICE OF THE CHANCELLOR

RECEIVED

5 February 2018

TFSWM

MEMORANDUM NO. MLT 18-056

By: GEORGINO
Date: 2-8-18
No: _____

TO: All Deans and Directors

RECEIVED
UP-CSO

Subject: Use of UP email account

BY: Angie
DATE: 2/9/18

May I once again remind you to please use UP email addresses. These have actually been assigned to each faculty member, but many remain inactivated.

Here are the advantages of using a UP email address:

- 1) You get unlimited space because this is actually embedded in Google.
- 2) You get support from the UPD Computer Center, including free Office 365 (Word, Powerpoint, Outlook and more).
- 3) A UP email address looks much more professional than a yahoo or gmail address. I am suspicious when I get email from someone claiming to be based in the academe but using a yahoo address.
- 4) After February 28, my office will send announcements only to your up.edu.ph email addresses.

If you still don't have your UP email address, please visit the UPD Computer Center next to the Office of the Vice Chancellor for Academic Affairs (back of the University Sundial). The director is Prof. Manuel Ramos.

Michael L. Tan
MICHAEL L. TAN, Ph.D
Chancellor

Binigyang Pansin:

NTC
NESTOR T. CASTRO *2/6/18*
Bise Chanselor Para sa Usaping Pangkomunidad
cc: OVCCA units
OVCCA staff

CMO _____
OCR *[Signature]* 2/9/18
HO *[Signature]* 2/8/18
TF-SWM _____
UTC Jake 2-8-18
CSO _____



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

03 September 2020

MEMORANDUM NO. NGY 20 – 129

TO : Chancellors
Director, UP-PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads

SUBJECT : **Reiteration of the Use of UP Mail (@up.edu.ph)**

As we aim to maximize the work resources readily available to us, such as our e-mail service, and at the same time, promote efficiency and professionalism, we are reiterating the use of UP Mail (@up.edu.ph) in all official communications by all University officials, employees, as well as individuals engaged through Contract of Service (COS)/Job Order (JO), in accordance with a previous issuance¹:

UP email address shall be used in official communications, with the standard disclaimers

Given the current situation due to the COVID-19 pandemic, we are increasingly going online to ensure the continuity of our functions and services. Hence, we are emphasizing the use of the UP Mail not only as a basic tool that is crucial in enabling our day-to-day communication, coordination, and even offering and availing of transactions/services, but more importantly, in keeping the security and confidentiality of our correspondence and standardizing the e-mail service used in the University.

For assistance regarding UP Mail accounts (e.g. creation, password reset), personnel may coordinate with their respective CU HRDOs and IT Offices. Additional information on UP Mail, including how to request the creation of an office/ unit UP Mail account is also available at <https://itdc.up.edu.ph/uis/the-up-mail>.

For your guidance and compliance.


NESTOR G. YUNQUE
Vice President for Administration

cc: Office of the President
Office of the Vice President for Development

¹ Administrative Order No. PAEP 16-28 dated 25 May 2016: Use of Official UP Email and Online Release of Service Records, Travel Order, Employment Certification, and Other HR Certificates