



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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04 April 2021

MEMORANDUM NO. NGY 21 - 49

FOR : Vice Presidents and Secretary of the University
Chancellors
UP Diliman
UP Los Baños
UP Manila
UP Open University
Director, UP-PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
Directors/Heads, Human Resources Development Office (HRDO)
Heads of UP System Offices/Units

SUBJECT : **Work Arrangements during the Extended Enhanced
Community Quarantine (ECQ)**

In view of the extension of the Enhanced Community Quarantine (ECQ) for the period of 05 to 11 April 2021, please be advised that the guidelines per Memo No NGY 21-45¹ shall remain in effect in the duration of the extended ECQ period².

Please make the necessary arrangements, such as the adoption of work from home (WFH) and skeleton workforce, and operational capacity in your respective offices/units involved in critical services in the campus accordingly. Further, those who are part of the skeletal workforce are reminded to observe the minimum health protocols (e.g. wearing of face mask and shield, physical distancing, frequent handwashing) at all times.

For your guidance.

NESTOR G. YUNQUE

Vice President for Administration

cc: Office of the President

¹ Memo No. NGY 21-45 dated 28 March 2021: Work Arrangements during the Enhanced Community Quarantine (ECQ) from 29 March 2021 to 04 April 2021

² As of 03 April 2021, Malacanang announced the extension of the ECQ for one (1) more week (05 to 11 April 2021) in the areas of NCR, Laguna, Bulacan, Cavite, and Rizal