



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](mailto:ovpa@up.edu.ph)

14 April 2021

**MEMORANDUM NO. NGY 21 - 54**

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 Modified Extended Enhanced Community Quarantine (MECQ) from 12 to 30 April 2021**

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In line with the shift to the Modified Enhanced Community Quarantine (MECQ) from 12 to 30 April 2021 in NCR, Bulacan, Cavite, Laguna, and Rizal, the adoption of alternative work arrangements (AWA) shall continue. During this period, strict home quarantine and restrictions on the movement for those belonging to the vulnerable groups<sup>1</sup> are still in effect, per IATF Omnibus on CQ in the Philippines. As such, work from home (WFH) and skeleton workforce assignments of personnel must be in accordance with the pertinent guidelines.

The operational capacity and work arrangements in units and offices requiring a greater on-site capacity, such as those providing health and emergency frontline services<sup>2</sup>, laboratory and testing services, and other critical services in the campus, such as security, shall be at the discretion of the UP-PGH Director and Chancellors of UPD, UPLB, and UPM and UPOU. Personnel who are part of the skeleton workforce are advised to observe the minimum health protocols (e.g. wearing of face masks and shields, physical distancing, frequent handwashing) at all times.

For your guidance.

**NESTOR G. YUNQUE**

Vice President for Administration

cc: Office of the President

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<sup>1</sup> Below 18 years old, over 65 years old, with immunodeficiency, comorbidity, or other health risks, and pregnant women, per Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines (with Amendments as of 03 April 2021)

<sup>2</sup> Full on-site capacity is allowed under ECQ and MECQ for public and private hospitals and health and emergency frontline services