



University of the Philippines

OFFICE OF THE PRESIDENT

14 May 2021

MEMORANDUM NO. PDLC 21-09

FOR : Vice Presidents, Assistant Vice Presidents  
University Secretary, Chancellors, Vice Chancellors  
University Registrars, Deans, Associate/Assistant Deans,  
Directors, Deputy Directors, College Secretaries,  
Assistant Secretaries, Department Chairs and  
Heads of Principal Units

SUBJECT : **Five (5)-day “Re-energizing” Period for University Officials,  
Faculty Administrators, and Unit Heads for FY 2021**

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The University recognizes the need for wellness and stress management among University officials, administrators and unit heads, with consideration to the current situation due to the COVID-19 pandemic and its impact on our work. In view of these factors such as the current work arrangements, changes in the academic calendar, and the emergent tasks and requirements as part of our response to the COVID-19 pandemic both at the University- and national-levels, the re-energizing period for the Fiscal Year (FY) 2021 shall be subject to the following guidelines:

1. The five-day re-energizing period for FY 2021 shall be availed of from 01 June 2021 to 31 December 2021, depending on the need or preference and as may be allowed by the schedule of the official, faculty administrator, or unit head.
2. This “re-energizing” or stress management option is voluntary for University officials, faculty administrators, and unit heads, for a maximum number of five (5) days (either in continuous or staggered mode).
3. Heads of units directly under the Vice Chancellors and Vice Presidents are entitled to avail of the re-energizing period.
4. Officers-in-Charge must be designated and announced officially (in writing) in advance.
5. Shift work arrangements are left to each head of office to decide.
6. Unused days intended for re-energizing are neither cumulative nor commutable.
7. Please ensure that there will always be an official/ officer-in-charge to take care of important and official matters, and lines of communication are open for urgent or emergency business.

  
**DANILO L. CONCEPCION**  
President