



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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MEMORANDUM NO. NGY 21 - 64

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 Extension of the
Modified Enhanced Community Quarantine (MECQ)**

In view of the extension of the Modified Enhanced Community Quarantine (MECQ) from 01 to 14 May 2021 in NCR, Bulacan, Cavite, Laguna, and Rizal, the adoption of alternative work arrangements (AWA), such as work from home (WFH) and skeleton workforce in accordance with IATF guidelines, shall continue.

The operational capacity and work arrangements in units and offices requiring a greater on-site capacity, such as those providing health and emergency frontline services¹, laboratory and testing services, and other critical services in the campus, such as security, shall still be at the discretion of the UP-PGH Director and Chancellors of UPD, UPLB, UPM, and UPOU.

Subsequently, these guidelines on work arrangements of personnel and operational capacity shall continue to be observed in CUs located in areas which remain under MECQ.

For your guidance.

NESTOR G. YUNQUE

Vice President for Administration

cc: Office of the President

¹ Full on-site capacity is allowed under ECQ and MECQ for public and private hospitals and health and emergency frontline services