



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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01 July 2021

MEMORANDUM NO. NGY 21 - 92

FOR : Vice Presidents, and Secretary of the University
Chancellors
Director, UP PGH
Heads of Offices/Units

ATTENTION : Vice Chancellors / Deputy Director for Administration
Directors/Heads, Human Resources Development Office (HRDO)

SUBJECT : **Official Time for Personnel for Vaccination Day/s**

As a measure to promote and ensure public health among UP personnel, our families, and our communities, as well as in support of the government's vaccination campaign, vaccination day/s shall be considered as official time. A maximum of one (1) day per COVID-19 vaccine dose shall be granted to all UP employees, as well as individuals engaged through Contract of Service (COS) and Job Order (JO).

Personnel must notify their immediate supervisors at least one (1) day prior to their vaccination schedule. Further, those who have been vaccinated are requested to submit a photocopy or scanned copy of their Vaccination Monitoring Form¹ to their supervisor as soon as possible after their vaccination to avail of Official Time.

The effectivity of official time for vaccination day/s is retroactive to the initial rollout of the nationwide vaccination campaign in March 2021.

NESTOR G. YUNQUE

Vice President for Administration

cc: Office of the President

¹ Memorandum No. NGY 21-65 dated 07 May 2021 re: Submission of Weekly Updates on the Headcount of Personnel who have been Vaccinated Against COVID-19.