



UNIVERSITY OF THE PHILIPPINES

DILIMAN, QUEZON CITY

VOIP TRUNKLINE: +63 2 8981-8500 local 2569; 2564

E-MAIL: [hrdo.updiliman@up.edu.ph](mailto:hrdo.updiliman@up.edu.ph)

WEBSITE: [hrdo.upd.edu.ph](http://hrdo.upd.edu.ph)

## HUMAN RESOURCE DEVELOPMENT OFFICE

3 August 2021

HRDO Advisory 08032021

For : All Heads of Units

Attention: Administrative Officers of Units

Subject: Procedure in the submission of the List of Personnel Reporting in the Office during the ECQ/MECQ for August 2021

In view of Memorandum No NGY 21-118 dated 02 August 2021, please be guided on the following procedures in the submission of the List of Personnel in the Office (Skeleton Workforce) during the ECQ/MECQ:

1. Please take note that the coverage period for NCR placed under ECQ/MECQ is from 06 to 20 August 2021.
2. All Offices shall assign a skeleton workforce only if **extremely necessary**, meaning only those involved in critical or essential services or if there is exigency of the service. Attendance should be maintained to a minimum number only. If there is a need for the staff to physically report to the office, the unit must issue an Office Order authorizing the staff to report physically to the office.
3. For those Offices with skeleton force please submit the following to HRDO at [benefits\\_hrdo.upd@up.edu.ph](mailto:benefits_hrdo.upd@up.edu.ph) on or before 05 August 2020:
  - List of Personnel Reporting in the Office during the ECQ/ MECQ using the attached template. Please have the accomplished excel template signed by the Administrative Staff who prepared, supervised by the Department/Sub-unit Head and approved by the Head of the Office. Submit both excel file (unsigned) and pdf file (signed); and
  - Copy of Office Order issued to the personnel reporting in the office/work station as skeleton force in pdf file (signed).

For your information and guidance, please.

Very truly yours,

**AUGUSTUS C. RESURRECCION**

Director