



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

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02 August 2021

MEMORANDUM NO. NGY 21 – 118

TO : Chancellors whose CUs are Placed under ECQ/MECQ
Director, UP PGH

ATTENTION : Vice Chancellors/ Deputy Director for Administration
HRDO Directors/Heads

SUBJECT : **Work Arrangements for the Enhanced Community
Quarantine (ECQ) and Modified Enhanced Community
Quarantine (MECQ) for August 2021**

As various areas in the country are placed on higher community quarantine classifications, the Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MECQ), subsequently, restrictions in the movement of people and strict home quarantine are imposed, may we reiterate the following guidelines on work arrangements under these CQ classifications:

1. The work-from-home (WFH) alternative work arrangement (AWA) shall be primarily adopted. Heads of offices/units must plan and assign tasks to their personnel to avoid or minimize the disruption of their operations, and at the same time, support the government's measures to reduce the risk of virus transmission.

As such, during the ECQ and MECQ, heads of offices/units should authorize personnel who will report in the office or workstation as part of the skeleton workforce only if these personnel handle essential or critical services/functions or there is exigency in service. Skeleton workforce, however, must be kept at a minimum.

Per Inter-Agency Task Force (IATF) Resolution Nos. 130-A and 130-D – CQ Classifications for August 1-31, 2021, areas placed under ECQ/MECQ include the following:

ECQ	Until 07 August Iloilo City, Iloilo 06 to 20 August NCR
MECQ	Until 15 August Laguna

2. Offices/units that are involved in providing health and emergency frontline services¹, which include hospitals, laboratory and testing services, and other critical services, such as campus security, are exempt from implementing a reduced operation capacity,

¹ Sections 2(4) and 3(4) of the Omnibus Guidelines on Community Quarantine with Amendments as of May 20, 2021

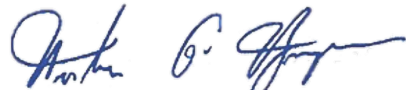
hence, allowed to operate on full on-site capacity, if necessary. The Chancellors and the UP-PGH Director have the discretion to determine and set the operational capacity and work arrangements in such offices/units.

Offices/units shall assign a skeleton workforce only if **extremely necessary**, i.e. only those involved in critical or essential services or if there is exigency of service. Please bear in mind that the ECQ classification has been made to slow down or curb the surge in COVID-19 cases, specially caused by the Delta variant. Hence, office attendance should be kept to a minimum as much as possible.

For offices/units that will need a skeleton workforce, kindly submit the documents listed below to their respective HRDOs on or before 05 August 2021 (Thursday), prior to the implementation of the ECQ. Chancellors of CUs that are currently under ECQ/MECQ may set their respective deadlines for submission.

- Accomplished [template](#)
- Attachment: Copy of Office Order issued to the personnel reporting in the office/ workstation as skeleton workforce

These guidelines shall remain in effect in case that the ECQ/MECQ is extended or the CQ classification shifts between ECQ-MECQ.



NESTOR G. YUNQUE
Vice-President for Administration