

**UNIVERSITY OF THE PHILIPPINES
DILIMAN** **QUEZON CITY**

VOIP TRUNKLINE: 981-8500 LOCAL: 2558, 2556
DIRECT LINE: (632) 929-5401, (632) 927-1835
FAX: (632) 928-2863
E-MAIL: chancellor.updiliman@up.edu.ph

OFFICE OF THE CHANCELLOR

Ika-10 ng Disyembre 2021

MEMORANDUM BLG. FRN-21-171

Para sa : Mga Dekano, Direktor, at mga Pinuno ng Yunit,
Guro, REPS, at mga Kawani

Paksa : Year-end Unit Celebrations


Marami na ang nagtatanong kung maaari nang maghanda ang mga yunit para sa kanilang mga nais gawing selebrasyon ngayong pagtatapos ng taon.

Ang guidelines na magsisilbing gabay ukol dito ay makikita sa link na ito:

<https://bit.ly/UPDGuidelinesforYear-EndCelebrations>

Umaasa sa inyong patuloy na kooperasyon at pag-iingat!

Maligayang Pasko sa ating lahat!


FIDEL R. NEMANZO, DSC.
Tsanselor



Guidelines for Year-End Unit Celebrations

From the UPD COVID-19 Task Force



Guidelines for Year-End Unit Celebrations

1. Virtual celebrations/programs are preferred.
2. Face-to-face celebrations may be allowed if these guidelines are observed:
 - a. All attendees must be fully vaccinated, and all recommended health protocols are followed.
 - b. An outdoor/open-air setup is highly advised with all recommended health protocols strictly followed.
 - c. Celebrations held indoors must have adequate ventilation. Please see the [F2F Ventilation Checklist/Guidelines](#) to know how to make the indoor venue safe for attendees.



Guidelines for Year-End Unit Celebrations

3. Activities allowed during face-to-face celebrations:

- a. Non-contact games and similar non-contact activities are allowed provided all participants wear a well-fitted mask and observe physical distancing of at least two (2) meters.
- b. Singing/karaoke/videoke may be allowed if the following guidelines are observed:
 - The performance area is below a running exhaust fan or right next to an electric fan blowing air out to an open window.
 - All the performers remain masked during their turn.
 - Microphones are disinfected with 70% alcohol after each use.



Guidelines for Year-End Unit Celebrations

4. Duration of each event should be set and observed. Overnight events are not allowed.
5. Parties and programs held outside the UPD campus will be the responsibility of department heads and/or organizers.



Food

1. Packed meals portioned for individuals and wrapped well are preferred even in an outdoor/open-air setup.
2. Specific dining areas for each of the attendees must be identified and designated at the start of the event.
3. Eating together (eating within the same space at the same time) will only be allowed in an outdoor/open-air setup.
4. Eating in groups in enclosed spaces is prohibited.
5. Food should be distributed in an efficient and organized manner.
6. No blowing out of candles on cakes.



Photoshoots and other similar activities

1. Group photos may be allowed if masks are not removed, and participants are positioned two (2) meters apart.
2. A designated person should oversee the photo session and make sure that health protocols are observed.
3. Group photos may be done in an enclosed space as long as the room is adequately ventilated (see [F2F Ventilation Checklist/ Guidelines](#) on how to ensure this).

Note: All guidelines included here are based on the recommendations of Philippine General Hospital-Hospital Infection Control Unit, University of the Philippines Diliman College of Engineering Graduate Student Research Protocol Committee, and Center for Disease Control and Prevention.

