

OFFICE OF THE CHANCELLOR

27 January 2022

MEMORANDUM NO. FRN-22-006

FOR : All Deans, Directors and Heads of Units

SUBJECT : Work-from-Home (WFH) Arrangement until 4 February 2022

In my 26 January letter to the UP Diliman community, I said that "... we extend work-from-home arrangements until the first week of February 2022, and appeal to unit heads to strategize with employees on work flexibility such as output-based accomplishments to continue office functions while considering sustainable workloads for staff."

We will, in particular, extend our work-from-home arrangement until Friday, 4 February 2022. In line with Vice President Nestor G. Yunque's Memorandum No. NGY 22 - 17, alternative work arrangements to complete a 40-hour workweek may be implemented using any or a combination of the following:

- Work-from-Home (WFH)
- Skeleton (Skeletal) Workforce (SWF)
- Four-day (Compressed) Workweek
- Work Shifting/Flexible (Staggered Working Hours between 7:00am to 7:00pm)
- Other Alternative Work Arrangements (e.g., Output-based)

Offices performing essential functions such as the CMO, DAO, DBO, DCO, DEMO, DIO, OC, OCA, OSH, OUR, PSSO, SPMO, UFS, UHS, UPCC and UPDP will continue to operate with the necessary workforce. The updated guidelines for physically reporting personnel will be issued in a separate memorandum.

If necessary, faculty and staff involved in the upcoming registration period may also be allowed to physically report for work to address registration-related concerns. Please ensure that precautionary health measures are in place.

Please stay safe.


FIDEL R. NEMENZO, D.Sc.
Chancellor