



OFFICE OF THE CHANCELLOR

1 March 2022

MEMORANDUM NO. FRN-22-044

FOR : All Deans, Directors, and Heads of Units Administrative Officers,
Post-ECQ Teams (PETs) and Health Liaison Officers (HeLOs)

SUBJECT : Work Arrangements and Transition to 50-80% Onsite Capacity

In its most recent announcement, the IATF has placed NCR under Alert Level 1 for the period 1 to 15 March 2022, downgrading it to the lowest and most relaxed alert level. Under this new condition, government agencies and instrumentalities shall implement a 100 percent on-site workforce. Further, off-site work (or work-from-home) may be allowed subject to relevant rules and regulations issued by the Civil Service Commission (CSC) and the Office of the President (OP).

This development indicates that community health conditions are improving. However, our experience of past surges reminds us that we must remain vigilant while we proceed with optimistic caution toward the "new normal." As a university, we also acknowledge that the last two years have provided us with an opportunity to try and test work arrangements that are best suited for productivity, efficiency, and well-being. This may be the time for the University to reflect on and adapt to workplace changes as we look to the future.

Concretely, UP Diliman shall institute a transition period from 1 to 15 March 2022, during which units and offices shall continue to operate at 30-50% capacity. Activities during this period shall prepare the university to operate at 50-80% personnel capacity afterwards.

With these in mind, UP Diliman shall observe the following guidelines:

1. A transition period shall be implemented from 1 to 15 March 2022, during which the Updated Guidelines for Physically Reporting and Returning-to-Work Personnel (as of 26 January 2022) shall remain in effect. (Please see attached FRN Memo No. 22-007.)

Under these Guidelines, offices and units shall operate on a mixed arrangement of WFH and skeleton workforce (SW). Physically reporting staff shall be maintained at 30-50% at any given time.

2. During the transition period, all units and offices shall evaluate current work arrangements and agree on specific arrangements that result in more productive and efficient work (e.g., all onsite, blended or flexible, all WFH with strong justification). This time shall be used for consultations and discussions among staff and administrators.

This process shall also include an assessment of office capacity and pandemic preparedness, including, but not limited to, nature of work, physical space, ventilation, staff size, availability of public transportation, and home and health situation of staff.

3. After the transition period, UP Diliman shall shift to the implementation of a 50-80% onsite staff capacity subject to physical distancing and other minimum health and safety protocols.

Units and offices may shift earlier to a 50-80% onsite personnel capacity as long as they have undertaken the necessary process and other preparations.

The gradual shift to lower alert levels recognizes that the pandemic remains a threat and more time is required to prepare units and offices for 100% capacity.

4. At the end of this transition, by 15 March 2020, units and offices are expected to issue an official memorandum regarding work arrangements for all staff based on the unit/office assessment.
5. The limited face-to-face (F2F) class activities shall continue to be governed by the guidelines under the CHED-DOH Joint Memorandum Circular No. 2021-004, which state that these activities are not mandatory. In addition, all individuals participating in F2F activities shall be fully vaccinated.

Units may send their application for F2F class activities to the Crisis Management Committee through the following email: f2f.upd@up.edu.ph (cc: ovcaa.upd@up.edu.ph) at any time during the semester. Units may only implement their F2F class activities after compliance with all the requirements and securing a Certificate of Authority to Conduct Limited F2F Classes from the Chancellor. (See attached flowchart and updated F2F Guidelines as of 16 February 2022.)

6. From 1 to 15 March 2022, establishments and venues located inside the campus shall be allowed to operate at a maximum of 30% indoor venue capacity for fully vaccinated individuals only and 50% outdoor venue capacity, subject to minimum health protocols.

After this period, establishments and venues may shift to a maximum of 50% indoor venue capacity for fully vaccinated individuals and those below 18 years of age, even if unvaccinated, and 70% outdoor venue capacity.

7. For general guidelines on minimum health protocols, health screening, testing, and isolation and quarantine, please refer to FRN Memo No. 22-007.

For your guidance.


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Chancellor