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OFFICE OF THE CHANCELLOR

16 March 2020

MEMORANDUM NO. FRN-20-007

TO : ALL DEANS/DIRECTORS/DEPARTMENT CHAIRS and
HEADS OF OFFICE

ATTENTION : All REPS and Administrative Staff

SUBJECT : **Guidelines for Temporary Work Arrangement in UP Diliman**

In relation to the current health emergency due to COVID-19 pandemic and in view of placing the entire Metro Manila under "community quarantine", and in alignment with Civil Service Commission Announcement No.12 S. 2020 and Memorandum NGY 20-44, the following guidelines in relation to temporary work arrangement of units in UP Diliman is hereby presented to ensure unimpeded delivery of services to the public:

1. The head of unit shall have the discretion to formulate and implement alternative work arrangements that will ensure delivery of public service with due observance of social distancing policy and other preventive health measures, such as but not limited to:
 - minimal skeletal workforce
 - work from home
 - compressed work week, and
 - staggered working hours.

Heads of units must discuss the work schedule of their staff members, including Contact of Service (COS)/ Job order workers. The minimal skeletal workforce will report to work during the period 16 March to 14 April 2020 for the important and essential services of the unit. Each unit should have at least one staff must be present in the office in any given day.

The following serves as detailed guidelines:

- Minimum skeletal workforce

The head of unit shall plan the rotational (or shifting) work schedule within this period for the skeletal workforce. Scheduling may include also compressed work week and staggered working hours.

Consideration must be given to the elderly/senior citizens, employees with health conditions, and those employees residing outside Metro Manila who takes mass transport, NOT to be part of the skeletal workforce during this period. Those residing near the campus and those with personal vehicle service may be part of the skeletal workforce. Unit head shall see to it that only those who are fit to work (no signs of illness, cough, fever, etc.) shall be allowed to report for work. The work schedule shall be submitted to the HRDO following the template in Memorandum NGY 20-44.

- A work-from-home mechanism may be adopted. The head of unit shall discuss with the staff the nature of the work from home. The head of unit or immediate supervisor may monitor the work from home. Let's use this time to think potential online transactions and processes. Online communication and virtual meetings are encouraged.
2. Unit head shall devise a mechanism to allow online transaction of their services, and other transaction services with minimal contact.
 3. The daily time record within this period shall be guided as follows:
 - a) For the period/days served as work from home; simply indicate in the DTR "Work from Home" in addition to the work hours rendered as part of skeletal force; and
 - b) When the staff worked from home for the entire period, a certificate of service in lieu of DTR may be submitted.

Office must monitor the daily attendance of those who will be working in the office following the template in Memorandum NGY 20-44.

Those who will be reporting for work as part of skeletal work force shall be extended risk incentive pay due to potential risk in their report of duty as a skeletal workforce. The nature of risk incentive shall be discussed and finalized, in consultation with UP System.

4. Unit head shall provide health protection kit needed by those who will be reporting for work.
5. Frontline service units like the UPD security offices, UHS, DEMO, UPD Cash Office, CMO, UPDIO, UFS and Dormitories, among others must be in full operation.

Let us continue to be safe in the midst of this health emergency.



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Chancellor