



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

*Office of the Chancellor*

17 March 2020

MEMORANDUM NO. 050  
Series of 2020

TO : **All Vice Chancellors, Deans, Directors, and Unit Heads**

SUBJECT : **Work from home arrangement due to enhanced community quarantine in Luzon**

Effective tomorrow, 18 March 2020, all UPLB units shall implement a work from home arrangement pursuant to Memorandum No. TJH 2020-13 issued by the Office of the UP President on 16 March 2020. This memorandum supersedes Memorandum No. 048 issued by this Office on 16 March 2020 suspending work in UPLB and providing a compressed workweek from 17 March 2020 to 12 April 2020.

UPLB units engaged in vital services such as University Health Service, University Police Force, as well as the University Planning and Maintenance Office involved in water and electrical services shall observe the regular work schedule. Collection and disposal of wastes shall be scheduled by the concerned unit of the UPMO to prevent concentration thereof on any part of the campus or university housing areas.

Concerned units shall ensure that farm and experimental animals are cared for during this period through a work arrangement agreed upon with their staff.

Bearing in mind the nature of work and exigency of service, all unit heads shall ensure that work from home assignments are observed by their staff, including contract of service (COS)/job order (JO) personnel. For this purpose, the payment of salary of COS/JO workers shall be in accordance with the guidelines under Memorandum No. NGS 20-45 issued by the Office of the Vice President for Administration on 16 March 2020.

In the event that a staff will be required to report to the office as necessary, proximity of the residence of the staff to the office shall be a primary consideration since travel is restricted by the suspension of mass public transportation. However, the staff concerned shall observe protocols for the control and prevention of Covid-19.

All faculty administrators shall ensure continued management of their respective units in every means possible.

Copies of Memorandum No. TJH 2020-13 and Memorandum No. NGS 20-45 are hereto attached for reference.

For your guidance and strict compliance.

**FERNANDO C. SANCHEZ, JR.**  
Chancellor