



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

8 April 2020

MEMORANDUM NO. 066
Series of 2020

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

SUBJECT : **Renewal of contracts of ICS/COS/JO workers**

The contracts of workers whose Individual Contract of Service, Contract of Services or Job Order expired on 31 March 2020 or will expire during the period of the extended Luzon-wide enhanced community quarantine (ECQ) shall be renewed on the condition that they will be able to perform their responsibilities through alternative work arrangements.

Depending on their duties and responsibilities, alternative work arrangements can be as part of the skeletal workforce of the unit or work from home. Unit heads shall issue appropriate certifications to ICS/COS/JO workers who will be part of the skeletal workforce.

All unit heads shall ensure that the contracts of these workers are renewed at the soonest possible time which will serve as basis for the processing of their salaries.

Unit heads are advised to refrain from using the "Contract for Pakyaw Labor" if the services to be rendered are not strictly on "pakyaw" basis. The form for Individual Contract of Service, Contract of Service or Job Order should be used instead.

Please be guided accordingly.

FERNANDO C. SANCHEZ, JR.
Chancellor