



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

8 April 2020

MEMORANDUM NO. 065
Series of 2020

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

SUBJECT : Alternative work arrangements due to extension
of Luzon-wide enhanced community quarantine

With the approval by President Rodrigo R. Duterte of the extension of the Luzon-wide enhanced community quarantine (ECQ) to 30 April 2020, all units shall continue to implement alternative work arrangements with their staff for the same period subject to the following:

1. All unit heads shall designate contact persons who can provide information that may be required or attend to queries, issues and concerns that must be addressed.
2. Depending on the duties and responsibilities skeletal workforce arrangement should be explored otherwise work from home shall be the implemented for administrative staff, REPS and ICS/COS/JO workers;
3. 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 by the concerned unit of the UPMO shall be implemented through a skeletal workforce;
4. Offices involved in financial and personnel management such as the Accounting Office, Budget Management Office, Cashier's Office, and the Internal Control Office and the Human Resources Development Office shall continue performing their functions through work arrangements agreed upon with their respective staff;
5. Concerned units shall ensure that farm and experimental animals are cared for during this period through a skeletal workforce arrangement agreed upon with their staff;
6. 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. NGY 20-45 issued by the Office of the Vice President for Administration on 16 March 2020; and

7. Proximity of the residence to the university shall be the primary consideration in the designation of skeletal workforce as may be necessary. Unit heads shall issue the certifications required for this purpose.

Pursuant to Memorandum No. NGY 20-56 dated 3 April 2020 and Memorandum No. 20-57 dated 7 April 2020, from the Office of the Vice President for Administration, please take note of the following:

1. Work accomplishment reports shall be submitted by Administrative staff and Research, Extension and Professional Staff, who are serving as part of the skeletal workforce (i.e. physically reporting for work) and/or rendering work from home;
2. Employees and ICS/COS/JO workers who are staying home and are not rendering any work from home shall still receive their salaries in full;
3. Faculty members are not expected to work as part of the skeletal workforce or work from home since both residential and online classes are suspended, hence are not expected to submit the work accomplishment report; and
4. Work accomplishment reports must be submitted to the HRDO for consolidation.

Attached hereto are copies of Memorandum No. NGY 20-56 and Memorandum No. NGY 20-57 for your reference.

For your guidance.


FERNANDO C. SANCHEZ, JR.
Chancellor