



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
*Office of the Chancellor*

08 May 2020

MEMORANDUM NO. 078  
Series of 2020

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

SUBJECT : **Submission of Documentary Requirements for the Grant of Special Risk Allowance (SRA) for Public Health Workers and COVID-19 Hazard Pay**

Please refer to the attached Memorandum No. NGY 20-62 on the *Guidelines on the Grant of Special Risk Allowance to Qualified Frontline Public Health Workers during the Period of Enhanced Community Quarantine* and Memorandum No. NGY 20-63 on the *Guidelines on the Grant of COVID-19 Hazard Pay* for the conditions and documentary requirements for the grant of the SRA and Hazard Pay.

Kindly use the attached templates to submit the list of personnel who physically reported for work for the period 17 March 2020 to 30 April 2020, along with the additional required documents, to the Human Resources Development Office (HRDO). For the period 1-15 May 2020, please submit the documents to HRDO on or before 22 May 2020.

Please note however, that only public health workers are entitled to receive the SRA.

The SRA and COVID-19 Hazard Pay shall be given **not later than 15 June 2020**.

Please be guided accordingly.

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

cc: OVCA  
HRDO  
RMO