



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

29 April 2020

MEMORANDUM NO. 074
Series of 2020

TO : All Deans, Directors, Unit Heads, and Faculty Members

SUBJECT : Schedule of Entry Into Campus of Faculty Members
to Retrieve Teaching Documents

In view of Office of the Chancellor Memorandum No. 072, series of 2020, on the *Implementing Guidelines of the UP System Policy on the 2nd semester AY 2019-2020 in the Time of COVID-19 Issued by UP President Danilo L. Concepcion*, faculty members who are currently in Los Baños who would like to go to their respective colleges to retrieve teaching documents and other materials may do so on the following schedule:

APRIL 30	
TIME	COLLEGE AND NUMBER OF FACULTY ¹
9:00 AM - 10:00 AM	SESAM (11) CPAF (11) CFNR-DFBS (15) CHE-IHNF (15) CEM-ICOPED (4) CEM-DAE (9)
10:00 AM - 11:00 AM	CPAF (10) CFNR-DFPPS (12) CHE-IHNF (15) CEM-DE (10)
11:00 AM - 12:00 NN	CHE-DCERP (15) CFNR-DSFFG (14) CEM-DE (9)

¹ Number in parenthesis opposite name of college/unit refers to the number of faculty members allowed to enter the campus on the indicated date and time.

1:00 PM - 2:00 PM	CHE-DHFDS (10) CAFS-ASI (8) CFNR-IRNR (10) CDC-DDBT (8) CEM-DAME (10)
2:00 PM to 3:00 PM	CHE-DHFDS (10) CAFS-ASI (8) CFNR-IRNR (10) CDC-DDJ (8) CEM-DAME (13)
3:00 PM to 4:00 PM	CHE-DSDS (10) CAFS-IFST (10) CFNR-IRNR (10) CDC-DEC (8) CEM-DAAE (10) CAFS-IAS (14)
4:00 PM to 5:00 PM	CAFS-ICS (10) CAFS-IAS (14) CAFS-IFST (10) CDC-DSC (9) CAFS-IWEP (15)
MAY 1	
9:00 AM - 10:00 AM	CAFS-IWEP (10) CAFS-ICROPS (10) CEAT-IE (17) CEAT-CE (10) CAS-DHK (10)
10:00 AM - 11:00 AM	CAFS-ICS (10) CEAT-EE (9) CAS-DHK (6) CEAT-IE (7) CEAT-CE (7) CAS-IMSP (10)
11:00 AM - 12:00 NN	CAFS-ICS (10) CEAT-EE (10) CAS-ICS (10) CEAT-CHE (10) CAS-IMSP (1)
1:00 PM - 2:00 PM	CAFS-ICS (10) CEAT-IAE (10) CAS-IBS (11)

12

	CEAT-CHE (13) CAS-IMSP (10)
2:00 PM to 3:00 PM	CEAT-IAE (10) CAS-IBS (10) CAS-ICS(10) CEAT-ES (10) CAS-IMSP (10)
3:00 PM to 4:00 PM	CEAT-IAE (10) CAS-IBS (10) CEAT-ES (10) CAS-IMSP(10) CAS-ICS (10)
4:00 PM to 5:00 PM	CEAT-IAE (5) CAS-IBS (10) CAS-ICS (8) CEAT-ES (5) CAS-IMSP (10) CAS-INSTAT (10) CAS-IC (10)
MAY 2	
9:00 AM - 10:00 AM	CAS-IBS (10) CAS-IMSP (10) CAS-INSTAT (10) CAS-DHUM (10) CAS-DSS (10)
10:00 AM - 11:00 AM	CAS-IBS (10) CAS-IMSP (8) CAS-INSTAT (10) CAS-DHUM (10) CAS-DSS (10) CAS-IC (10) CVM-DVCS (7)
11:00 AM - 12:00 NN	CAS-IBS (10) CAS-IC (10) CAS-DHUM (10) CAS-DSS (10) CVM-DBVS (12)
1:00 PM - 2:00 PM	CAS-IBS (10) CAS-IC (15) CAS-DHUM (17) CAS-DSS (10) CVM-DVCS (10)
2:00 PM to 3:00 PM	CAS-IBS (10) CAS-DSS (10) CAS-DHUM (17) CVM-DVPS (15)

To ensure that COVID-19 health protocols will be observed, the following measures will be imposed:

1. Face masks should be worn, as mandated by the Municipal Government of Los Baños through Ordinance No. 2020-2013;
2. Faculty members shall be subject to thermal scanning;
3. Vehicle disinfection shall be enforced;
4. Social distancing or maintaining a one-meter distance from each other should be observed; and
5. No activities other than retrieval of teaching documents will be done inside the buildings.

All unit heads shall ensure that the schedule and the number of faculty members allowed to enter the campus at a particular time are strictly complied with.

For strict compliance.


FERNANDO C. SANCHEZ, JR.
Chancellor