



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

*Office of the Chancellor*

29 May 2020

MEMORANDUM NO. 092-A  
Series of 2020

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

SUBJECT : Precautionary Measures Prior to Resumption of Office Operations in UPLB

Notwithstanding that the Province of Laguna will be under General Community Quarantine (GCQ) effective 1 June 2020, **office operations in UPLB will resume on 8 June 2020**. However, prior to the resumption of office operations, all units/offices will implement the following precautionary measures for the period 1-7 June 2020 pursuant to Memorandum Circular No. 10, of the Civil Service Commission, issued on 7 May 2020:

1. Disinfection or decontamination of buildings, facilities, office premises, and office vehicles;
2. Conduct of health survey to ensure that only those who are not exhibiting any symptoms of COVID-19 will be reporting for work; and
3. Modification/Reconfiguration of workplace layout to ensure observance of physical distancing of personnel who will be reporting to the office.

Please submit on or before 31 May 2020 to the Office of the Chancellor at [oc.uplb@up.edu.ph](mailto:oc.uplb@up.edu.ph) the certification containing the names of your skeletal workforce assigned to disinfect office premises and vehicles and modification/reconfiguration of workplace layout. Also, please furnish a copy of the certification to the Human Resources Development Office ([hrdo.uplb@up.edu.ph](mailto:hrdo.uplb@up.edu.ph)) and the UPLB COVID-19 Response Team (c/o [ovcca.uplb@up.edu.ph](mailto:ovcca.uplb@up.edu.ph)). Please see attached template for reference.

All units are reminded that only those personnel in the list submitted by unit/office heads shall be allowed entry into the university. Each staff entering the campus shall present this certification together with their employee identification card to the UPF and CSB personnel on duty at the UPLB main gate and entrance through Pili Drive.

Please take note that work arrangements implemented since 17 March 2020 including skeleton/skeletal workforce should continue for 1-5 June 2020.

All units shall continue to observe online submission of documents, requests, and inquiries.

Guidelines for work arrangements beginning 8 June 2020 will be issued after the President's Advisory Council Meeting on 1 June 2020.

This supersedes Memorandum No. 092, Series of 2020, released earlier today.

For strict compliance.

A handwritten signature in blue ink, appearing to read 'FCS', is positioned above the printed name.

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

(OFFICE LETTERHEAD)

31 May 2020

CERTIFICATION

This is to certify that the following personnel of the (Name of Office/Unit), University of the Philippines Los Baños, are required to report for work as skeletal workforce from 1 June 2020 to 7 June 2020 for disinfection/decontamination of the building and office premises and modification/reconfiguration of workplace layout:

Name	Position-Designation

This certification is issued to facilitate the reporting of the above personnel for the above purpose.

\_\_\_\_\_  
(Vice Chancellor/Dean/Director/Chief)