



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

12 May 2020

MEMORANDUM NO. 080
Series of 2020

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

SUBJECT : **Submission of Additional Work Accomplishment Reports due to the Extension of the Enhanced Community Quarantine (ECQ)**

Pursuant to Memorandum No. NGY 20-68 dated 8 May 2020 from the Office of the Vice President for Administration, a copy of which is hereto attached, and in line with the extension of the modified ECQ for Laguna to 31 May 2020, all units shall submit the Work Accomplishment Reports to the Human Resources Development Office (HRDO) in accordance with the following schedule:

Period covered	Submission to HRDO	Submission to OVPA
1-15 May 2020	20 May 2020	22 May 2020
16-31 May 2020	5 June 2020	7 June 2020

Please take note that the work accomplishment reports to be submitted are subject to the guidelines specified in OVPA Memoranda Nos. NGY 20-56 and NGY 20-57 and OC Memorandum No. 068.

For your guidance.

FERNANDO C. SANCHEZ, JR.
Chancellor ✓