



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

*Office of the Chancellor*

1 June 2020

MEMORANDUM NO. 093  
Series of 2020

TO : **All Units**

SUBJECT : **Guidelines for the Withdrawal of COVID-19 Response Items at the UPLB Central Storeroom, Supply and Property Management Office (SPMO)**

To ensure compliance and safety of everyone, end-users are advised to observe the following guidelines when transacting at the UPLB Central Storeroom, Supply and Property Management Office (SPMO) during the period of General Community Quarantine (GCQ) from 1-15 June 2020 and thereafter.

The SPMO shall continue to implement a skeletal workforce and work from home arrangement. This is intended to safeguard the health and safety of their staff during these trying times. The SPMO front liners and support team shall respond to all concerns according to priority. The SPMO has put on hold disposal activities unless necessary, physical count of inventories/equipment, and the similar activities until further notice.

In these trying times, we have provisions for appropriate Personal Protective Equipment (PPEs) to frontline service providers and employees as embodied in COA-GPPB Joint Circular No. 1 dated 26 March 2020, Section 4(k) and Section 4 (11) of R.A. 11469, "An Act Declaring the Existence of a National Emergency Arising from COVID-19 Situation", and CSC MC No. 10 dated 7 May 2020 subject to the following limitations and internal rules due to skeletal work force and work from home arrangements:

1. Priority shall be given to the existing skeletal workforce, front liners, staff assigned to the receiving section, office messengers, janitors, and similar positions.
2. Placing of orders and request for COVID-19 Response Items available at Central Storeroom shall be online thru e-mail: [spmo.uplb@up.edu.ph](mailto:spmo.uplb@up.edu.ph). Please download from the website the Requisition Issue Slip (RIS) form. The approved RIS accompanied by approved ORS/BURS shall be sent through e-mail to [lcgonzales3@up.edu.ph](mailto:lcgonzales3@up.edu.ph)
3. Issuance of COVID-19 response items will be on a "first-come, first-served" basis.

4. To view COVID-19 response stocks, and for frequent questions, or concerns, please access <https://www.spmo.uplb.edu.ph/>.
5. No walk-in transactions will be allowed except for scheduled pick-up or drop-off. Scheduling is limited to a maximum 20 transactions per day. For items not withdrawn on the scheduled date, the concerned unit will be notified of the new schedule. Unit schedules will be posted at the <https://www.spmo.uplb.edu.ph/>.
6. The basis of minimum DOH health standards provisioning shall be on the skeletal workforce assignment as certified by the Head of Unit as to the number of workers (50% work force policy) who physically report for work during the GCQ period.
7. To promote greater service and economy in the use of COVID-19 medical supplies, materials, and equipment, stock control and recording in the stock cards of the units must be maintained pursuant to government accounting and auditing rules standards and procedures subject to availability of funds.
8. The volume of purchases must be enough to fill the two-month requirements of the agency except when circumstances or the exigencies of the service would demand otherwise. Purchases in excess of the requirements for two months should not however, exceed the needs for the current year, except as herein provided.
9. For the requirements of project personnel, please process payment before the withdrawal of stocks.

For inquiries and clarifications and assistance, please communicate directly with the SPMO thru [lcgonzales3@up.edu.ph](mailto:lcgonzales3@up.edu.ph); [spmouplb@up.edu.ph](mailto:spmouplb@up.edu.ph); 536-2281/536-2282.

For your guidance.

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