



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

*Office of the Chancellor*

2 June 2020

MEMORANDUM NO. 094  
Series of 2020

TO : **All UPLB Employees**

SUBJECT : **Implementation of the Daily Monitoring Sheet as a COVID-19 Infection Prevention Measure at the Workplace**

Pursuant to CSC Memorandum Circular No. 10 and OC Memorandum No. 092-A requiring the conduct of a health survey, all UPLB employees reporting since 1 June 2020 are required to implement the following protocol in the workplace.

On a daily basis, all employees shall conduct a SELF-MONITORING OF SYMPTOMS and fill up the Daily Self-Monitoring of Symptoms (DSMS) Form. Should there be at least one (1) affirmative answer in the DSMS Form, the employee concerned shall inform the unit/office Administrative Officer. Please follow the instructions in the attached protocol.

The self-monitoring of symptoms, disclosing of information and voluntarily going on self-quarantine are based on the employee's commitment to protect co-workers from the threat of COVID-19.

Thus, all employees shall accomplish the Employee Commitment Form. This is based on Republic Act No. 11332 or the Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act.

Attached hereto are the following documents:

1. Protocol on Daily Monitoring of Symptoms;
2. Daily Symptom Monitoring Sheet (DSMS); and
3. Employee Commitment Form (ECF).

Employees shall submit the accomplished forms to their respective administrative officers and unit/office head.

In connection with this, Dr. Jessie Imelda F. Walde, Medical Director of the University Health Service will present the protocol in a webinar via Zoom on 4 June 2020 at 9:00 am. All administrative officers and unit/office heads are enjoined to participate.

Below are the Zoom credentials:

Meeting ID: 489 542 9413  
Password: 16913072

For strict compliance.

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