



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

5 June 2020

MEMORANDUM NO. 097
Series of 2020

TO : **All Vice Chancellors, Deans, Directors, Department and Office Heads**

SUBJECT : **Mandatory reporting of health events in units/offices**

All office heads are required to strictly monitor the conditions of staff under their supervision. Pursuant to Republic Act No. 11332, it is mandatory to report to higher offices, the University Health Service, and the Office of the Chancellor, any health event affecting any staff or the office.

It is the responsibility of everyone to observe the health protocols and procedures to prevent the spread of COVID-19 to the university.

It is also our obligation to protect our co-workers not only from COVID-19 but also from other infectious diseases.

For strict compliance.

A handwritten signature in blue ink, appearing to read "F. Sanchez, Jr.", written over a horizontal line.

FERNANDO C. SANCHEZ, JR.
Chancellor ✓