



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
*Office of the Chancellor*

22 March 2021

MEMORANDUM NO. 032  
Series of 2021

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

**SUBJECT :** Alternative Work Arrangements for UPLB Employees  
during the Period of General Community Quarantine

Pursuant to the Memorandum from the Executive Secretary, Office of the President of the Philippines dated 21 March 2021 on the imposition of “Additional Measures to Address the Rising Cases of COVID-19 in the Country” and placing Laguna under General Community Quarantine (GCQ) from 22 March 2021 to 4 April 2021, all UPLB heads of offices and units are required to draw up alternative work arrangements for their respective units/offices during the period subject to the following guidelines:

1. A minimum of 30% of the workforce but not more than 50% should physically report to the workplace. However, units/offices providing frontline essential services such as the University Police Force, University Health Service, University Planning and Maintenance Office, and units under the Office of the Vice Chancellor for Administration, except for the Records Management Office, shall require the workforce necessary to ensure effective delivery of services to physically report to their workplace.
2. All units/offices shall ensure unhampered service delivery within official hours (8:00 AM to 5:00 PM) for the whole workweek (Monday to Friday), not including holidays.
3. Employees who are below 18 years old and those who are 65 years old and above, those with immunodeficiency (autoimmune disorders), comorbidities (include hypertension, diabetes, tuberculosis, cancer, kidney disease, and cardiac disease) or other health risks, and pregnant women shall be under work-from-home arrangement, except when their services are indispensable under the circumstances.
4. Employees are eligible to be assigned to work-from-home (WFH) arrangements if the nature of their work falls within the following categories, based on CSC MC No. 18 series of 2020: