



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**

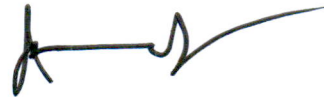
Pursuant to the Memorandum from the Executive Secretary, Office of the President of the Philippines dated 21 March 2021 on the imposition of "Additional Measures to Address the Rising Cases of COVID-19 in the Country" and placing Laguna under General Community Quarantine (GCQ) from 22 March 2021 to 4 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:

- a. Research;
 - b. Policy formulation/review/amendment;
 - c. Project work, including but not limited to, drafting of proposals/project studies/training modules;
 - d. Data encoding/processing;
 - e. Adjudication of cases or review of cases, including legal work;
 - f. Budget planning and forecasting;
 - g. Recording, examination and interpretation of financial records and reports;
 - h. Evaluation and formulation of accounting, auditing and management control systems;
 - i. Computer programming;
 - j. Database maintenance;
 - k. Design work/drafting of drawing plans;
 - l. Preparation of information materials;
 - m. Sending/receiving email;
 - n. HR tasks, e.g. computation of leave credits, preparation of payroll etc. as the case maybe; and,
 - o. Other analogous tasks which require the use of a computer and the World Wide Web (internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.
5. Employees who are eligible to WFH arrangements must ensure the availability of appropriate gadgets (computer and/or smart phone) and internet connectivity at home. Unit/office heads should extend all possible support to ensure availability of gadgets for these employees. They must be available and accessible throughout the official working hours of each workday.
6. Work Arrangement Options:
 - a. Employees who are ineligible for WFH arrangements may adopt a four-day workweek, reporting between 7:00 AM to 6:00 PM for four days a week. Unit/office heads must ensure that these employees alternate to ensure the office is manned for the full five-day workweek.
 - b. Employees who are eligible for WFH arrangements will undertake one-week rotations, where one group of employees physically report to the workplace for one full week and then are on WFH arrangement for the succeeding week. Two-week rotations may also be considered, when more appropriate given the nature of their operations.
 - c. Unit/office heads must ensure full operational efficiency, including redundancies for personnel on WFH arrangements.
7. Unit/office heads should provide transportation for their employees, when necessary. Guidelines for the provision of transportation services (such as pick-up or drop-off points and times) should be made available to their respective employees.

8. Each unit/office must set up Google forms for proper monitoring of the productivity of the employees who are on WFH arrangement as follows:
 - a. Log-in Form: The timestamp of the employee's entry will be used to validate the log-in time in the Daily Time Record (DTR) that is submitted at the end of each month.
 - b. Daily Accomplishment Report: The report should be encoded at the end of each workday to demonstrate the employee's output for the day, for which the timestamp of the submission will be used to validate the log-out time for the DTR.
9. Reporting of daily health status in the Online Health Monitoring System (OHMS) is required, regardless of any alternative work arrangement.
10. All Vice Chancellors and Deans shall submit their respective office's/college's Summary of Work Arrangements to oc.uplb@up.edu.ph with the subject line "[UNIT/OFFICE] Work Arrangements" by 12:00 NN on 24 March 2021 for the Office of the Chancellor's reference and record.

For strict compliance.



JOSE V. CAMACHO, JR.
Chancellor