UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

6 August 2021

MEMORANDUM NO. 098
Series of 2021

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

SUBJECT : **Work Arrangements during ECQ for the period 6-15 August 2021**

With the Province of Laguna under Enhanced Community Quarantine (ECQ) for the period 6-15 August 2021, the work arrangements provided in Memorandum No. 040 Series of 2021 and reiterated in Memorandum No. 095, Series of 2021 will continue to be implemented in the University.

The units identified under Memorandum No. 040 as performing vital, critical, and essential functions will continue to operate on a regular work schedule with a skeleton workforce, or at a higher capacity necessary to ensure unhampered services, during the ECQ. Please note that offices performing vital, critical, and essential functions are not limited to the aforementioned units. The vice chancellors, deans, directors, department chairs and other unit heads may determine offices under their supervision performing vital functions that would require to operate with a skeleton workforce while others may be on Work From Home (WFH).

Memorandum No. 032, Series of 2021 enumerated the tasks that are allowed for WFH. The nature of work and responsibilities shall serve as guide for unit heads in assigning personnel who will be physically reporting for work and those under WFH.

Units shall submit the names of their staff who will physically report to work, using the attached template to hrdo.uplb@up.edu.ph until 5:00 p.m., on 9 August 2021 copy furnished oc.uplb@up.edu.ph.

UPLB personnel and ICS/COS workers who are below 21 years old and those who are 60 years old and above, and those with immunodeficiency, comorbidities, or other health risk, and pregnant women and personnel who are residing with them shall be under work from home arrangement except when their services are indispensable.

All personnel on WFH arrangement are reminded to continue to log their daily attendance, submit work accomplishment reports, and submit their daily health status through the Online Health Monitoring System (OHMS).

Unit heads shall be responsible for transportation arrangements for their staff physically reporting to work and shall issue the appropriate certification for their staff

(+63) 49 536 2567 | (+63) 49 536 2894 (+63) 49 536 3673 oc.uplb@up.edu.ph www.uplb.edu.ph
College, Los Baños, Laguna, Philippines 4031

which shall be presented at checkpoints as proof of their authority to be outside their residence.

Class activities will proceed as scheduled.

Thank you for your usual support and cooperation.

Please be guided accordingly.

JOSE V. CAMACHO, JR.
Chancellor