



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

19 March 2021

MEMORANDUM NO CCDP-2021-163

TO : Deans, Directors, Heads of Units and Offices
SUBJECT : Memorandum Circular 085 issued by the Office of the President of the Philippines

Due to the alarming increase in the number of COVID-19 cases, the Office of the President of the Philippines issued Memorandum Circular 085: “*Establishing the Operational Capacity to be Observed by Government Agencies and Instrumentalities in Areas under General Community Quarantine until 04 April 2021, and for other Purposes*”, dated March 19, 2021.

The salient provisions of the subject memorandum circular are summarized below for your easy reference:

1. **Operational capacity.** Beginning **22 March 2021 until 04 April 2021**, government agencies shall observe a minimum of 30% up to a maximum of 50% of the number of employees who are permitted or required to physically report to work at any given time, unless higher capacity is required like in agencies providing health and emergency frontline services.
2. **Alternative work arrangements.** The delivery of service should not be hampered; the heads shall adopt the operational capacity within the range provided in no. 1 and alternative work arrangements in accordance with the relevant rules and regulations of the CSC.
3. **Temporary closure of premises.** A request for clearance from the Office of the President of the Philippines is required in the event that an agency is considering a temporary shutdown of its premises due to overwhelming cases of COVID-19 including duration of closure with supporting verified data.

In compliance with this memorandum circular, the deans, directors, heads of units and offices are directed to reduce the number of employees who will report to office physically starting Monday, March 22 until April 4, 2021, without compromising the delivery of service. Approved work arrangements or schedules of the employees must be submitted to HRDO.

During the subject period, the work from home will continue to be the default mode for the ‘vulnerable’. The flexible and alternative work arrangements shall be covered by the provisions of CSC Memorandum Circular (MC) No. 10, s. 2020.

Everyone is also enjoined to continue being intentionally cautious in avoiding contracting the virus by observing the following oft repeated reminders and safety measures:

- Proper wearing of face mask and face shield in the work place.
- Practice of personal and work place hygiene. Frequent washing of hand or spraying of alcohol and regular disinfection of work places.
- Observance of physical distancing - one (1) meter distance from one another, minimizing face to face transaction to less than 15 minutes and avoiding mass gatherings or eating together.
- Ensuring good ventilation in the work area by opening windows and doors.
- Checking of body temperature and refraining from going to work if with COVID-like symptoms or exposure. The use of the BESTS apps is required to enable the administration to provide timely help to those with symptoms.

For guidance and compliance.

Let us all stay safe and well.



Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor

