



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

11 June 2021

MEMORANDUM NO. CCDP 2021-221


TO : Deans, Directors, Heads of Units and Offices
ATTENTION : Administrative Officers & Members of the Health and Safety Committees
SUBJECT : Inventory of Spaces

As discussed in the last CAC meeting, may I remind the Deans, Directors and Heads of Offices to conduct an inventory of all spaces available in their respective units.

The space audit is in relation to the opening of the face-to-face classes. I trust that the classrooms are ready for the return of the students but it is also equally important to make sure that the work spaces for the faculty and staff are properly prepared.

The Google Sheets link to the template to be filled out for the inventory of spaces in UPM is <http://bit.ly/UPMInventoryofSpaces>. Please email your report to upm-ovca@up.edu.ph **not later than June 18, 2021.**

For guidance and compliance.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor