



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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MEMORANDUM NO. NGY 22 -80

FOR : Vice Presidents, Assistant Vice Presidents
University Secretary, Chancellors, Vice Chancellors
University Registrars, Deans, Associate Deans
Directors, Deputy Directors, College Secretaries
Assistant College Secretaries, and Department Chairs

SUBJECT : **Five (5)-day “Re-energizing” Period for University Officials,
Faculty Administrators, and Unit Heads for FY 2022**

In consideration of the work demands (e.g. load, hours) from officials and administrators as they perform their duties, and even conduct the necessary preparations to transition and adapt to the safe reopening of campuses, the University recognizes the subsequent need to support their health and wellbeing and stress management. As a measure to promote physical, as well as mental health and wellness, the University officials, administrators and unit heads may avail of the re-energizing period for Fiscal year (FY) 2022, subject to the following guidelines:

1. The five-day re-energizing period for FY 2022 shall be availed of from 02 May 2022 to 31 December 2022, depending on the need or preference and as may be allowed by the schedule of the official, faculty administrator, or unit head.
2. This “re-energizing” or stress management option is voluntary for University officials, faculty administrators and heads of offices/units, for a maximum number of five (5) days (either in continuous or staggered mode).
3. Assistants to the Vice Presidents/Chancellors/Vice Chancellors, and other heads of offices directly under the President, Vice Presidents, Chancellors, Vice Chancellors, and Deans are entitled to avail the re-energizing period.
4. Officers-in-Charge must be designated and announced officially (in writing) in advance.
5. Shift work arrangements are left to each head of office to decide.
6. Unused days intended for re-energizing are neither cumulative nor commutable.
7. Please ensure that there will be always an official/ officer-in-charge to take care of important and official matters, and lines of communication are open for urgent or emergency business.

NESTOR G. YUNQUE

Vice President for Administration