



University of the Philippines

OFFICE OF THE PRESIDENT

21 November 2022

MEMORANDUM NO. PDLC 22-99

FOR : Vice Presidents
Secretary of the University
Chancellors
Director, UP PGH

SUBJECT : **Mandatory Holiday Break 2022**

Let us all enjoy the Yuletide season with our family and loved ones. A mandatory holiday break will ensure the promotion of work and life balance for UP faculty and staff, especially with the adjustments in the work/teaching arrangements and the mental and physical toll of coping with the situation brought about by the COVID-19 pandemic, generate savings in utilities and maintenance, as well as encourage administrative efficiency in planning and scheduling work.

Please disseminate and exercise due diligence in complying with the following guidelines:

1. Covered employees: Permanent, Temporary, UP Contractual / Casual, Substitute (with employer-employee relationship)
2. Mandatory holiday break: 23, 26, 27, 28 and 29 December 2022 (5 working days). Employees who will apply for mandatory leave must file CSC Form 6 (Application for Leave Form).
3. Kindly plan and schedule your work to ensure that all transactions and the relevant required reports are completed by Thursday, 22 December 2022.
4. All offices will be closed during the mandatory holiday break period except for units which need to operate with a small number of essential employees (examples: university health services, security and police services, emergency campus maintenance and sanitation, PABX).
5. Ensure safety and security of offices and building premises.
6. Employees who have exhausted their mandatory leave credits for 2022 shall charge these against their accumulated vacation leave credits.
7. Those with accumulated vacation leave of less than 10 days shall have the option whether or not to go on forced leave. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization for 10 days shall still be required to go on forced leave (*Reference: CSC MC No. 41 s. 1998*).

8. Those who need to report for work must be given the appropriate tasks and submit the reports, or deliver the expected work outputs. A certification from the immediate supervisor that the assigned tasks were done should be attached to the Daily Time Record (DTR) or Certificate of Service (COS) for December 2022.
9. Those who will be granted exemption from the mandatory holiday break 2022 must physically report to the office/workstation during the day/s covered in the exemption.

Regular employees and Contract of Service/ Job Order (COS/JO) workers who will report must be issued an Office Order by their Head of Office/Unit, authorizing them to perform work during the mandatory holiday break and specifying the inclusive date/s and a brief description of the tasks and/or expected output. The Office Order issued by the office/unit head and approved by the Vice Chancellor for Administration (for CUs), Deputy Director for Administration (for UP-PGH), or Vice President for Administration (for UPSA) shall be used by the unit/office and the Accounting Office as supporting document/attachment for processing the payment of COS/JO workers who reported during the mandatory holiday break period, since the request for exemption from mandatory break (Leave Form) is applicable to regular employees only.

COS/JO workers shall be allowed to report during the mandatory break period only if they are supervised or accompanied by a regular employee.


DANILO L. CONCEPCION
President