



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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18 January 2023

MEMORANDUM NO. NGY 23 – 11

FOR : Vice Presidents and Secretary of the University
Chancellors
Director, UP-PGH
Heads of System Offices/Units

ATTENTION : Vice Chancellors/ Deputy Director for Administration
Vice Chancellors for Community Affairs
HRDO Directors/Heads

SUBJECT : **Operations and Work Arrangements
Effective 01 February 2023**

The Declaration of the State of Calamity ended on 31 December 2022. As this was not extended anew, with COVID-19-related restrictions continuing to ease, and our campuses are fully reopening, the University shall resume its offices/units' regular operations and personnel's pre-pandemic work arrangements, in which physical reporting in the offices/units/workstations and flexitime are observed, effective 01 February 2023.

Offices/units may continue to offer online services/transactions to their clients online, but they must also expect and prepare for an increased volume of face-to-face transactions. Further, flexible work arrangements (FWA), specifically flexiplace (i.e. work from home, work from satellite office, work from another fixed place) and compressed workweek, may be adopted only during disasters or emergency situations due to typhoons, flooding, and other similar hazardous events which may pose difficulties to personnel in physically reporting to the office.

For dissemination and implementation.

NESTOR G. YUNQUE
Vice President for Administration

cc: Office of the President