



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

4 March 2023

MEMORANDUM NO. CCDP-2023-078

TO : The UP Manila Community

THROUGH : The Deans/Directors/Heads of Units and Offices

SUBJECT : **Class and work arrangements in UP Manila during the duration of the nationwide transport strike**

In anticipation of the nationwide public transportation strike starting 6 March 2023, the UP Manila shall observe the following during the duration of the strike:


On the mode of teaching and learning

All faculty members are enjoined to shift to online delivery mode in the conduct of classes and to make the necessary adjustments in their respective courses. Further, the faculty are urged to extend utmost consideration to students.

On work arrangements and office operations

1. All personnel may be allowed to adopt flexible work arrangements (FWA), including work-from-home (WFH). The provisions of [Memorandum No. CCDP-2022-220](#) or the Guidelines on the Implementation of Flexible Work Arrangements (FWA) shall be in force, provided that all offices/units maintain a skeleton workforce. The offices/units are required to submit to the HRDO the schedule of personnel bearing the approval of the head of office/unit.
2. When on WFH arrangement, the personnel shall use the Daily Time Records System (DTRS) to record their attendance and work accomplishments.
3. The eight (8) hours per day or a total of 40 hours per week shall be strictly observed. A flexible work schedule shall be adopted and be limited to not earlier than 7:00 AM to not later than 7:00 PM. An employee who reports to work after 9:00 AM shall be considered tardy and is barred from off-setting his/her tardiness within the day. On the other hand, an employee who leaves work before 4:00 PM shall be considered on undertime.
4. The same guidelines shall apply to the Contract of Service/Job Order personnel.

For your information, guidance, and compliance.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor