



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 23-22

TO : ALL VICE PRESIDENTS,
THE UNIVERSITY SECRETARY,
ALL ASSISTANT VICE PRESIDENTS,
ALL CHANCELLORS,
ALL VICE CHANCELLORS,
THE DEPUTY GENERAL COUNSEL AND
CHIEF LEGAL OFFICERS,
ALL UNIVERSITY REGISTRARS AND
ASSISTANT UNIVERSITY REGISTRARS,
ALL DEANS AND ASSOCIATE/ASSISTANT DEANS,
ALL DIRECTORS AND DEPUTY DIRECTORS,
ALL COLLEGE SECRETARIES AND
ASSISTANT COLLEGE SECRETARIES,
ALL DEPARTMENT CHAIRS AND
HEADS OF PRINCIPAL UNITS

SUBJECT : FIVE (5)-DAY “RE-ENERGIZING” PERIOD FOR UNIVERSITY
OFFICIALS, FACULTY ADMINISTRATORS, AND UNIT HEADS
FOR FY 2023


DATE : 12 July 2023

The University recognizes the need for wellness and stress management among ranking University officials, administrators, and unit heads. As a measure to promote physical and mental health, and overall wellness, the listed University officials, administrators, and unit heads may avail of a five-day re-energizing period beginning Fiscal Year (FY) 2023, subject to the following guidelines:

1. The five-day re-energizing period shall be availed of between 01 July to 31 December of each FY, subject to operational necessity and other business needs.
2. This re-energizing or stress management option is voluntary; and the said period may be fully utilized, or divided into separate periods, provided that the total utilization shall not exceed five days.
3. Heads of units directly under the Vice Chancellors and Vice Presidents are entitled to the said re-energizing period.
4. Officers-in-Charge must be designated and announced officially prior to any utilization of the said re-energizing period.
5. Relevant work arrangements are left to the sound discretion of the affected head of office.

6. The unutilized days of this re-energizing period cannot be accumulated or commuted.
7. The affected offices shall ensure that there will always be an officer of the day/officer-in-charge available to handle business and related official matters.

This memorandum shall remain in effect until expressly revoked or otherwise amended by a subsequent issuance.


ANGELO A. JIMENEZ
President 