



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES

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14 December 2023

**MEMORANDUM NO. ACR 23-76**

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

SUBJECT : **Supplemental Guidelines on the Mandatory Holiday Break 2023**


The mandatory holiday break is the time for the UP employees to be around with their families during the yuletide season. This also serves as energy saving measures as most offices during the mandatory holiday break are closed. The mandatory break for UP employees is charged to the vacation leave credits in accordance with Executive Order No. 1077 09 January 1986 and Section 25 of CSC MC No.41 Series of 1998.

In the Memorandum No. PAJ 23-40, the mandatory break is declared to be on 22, 26,27, 28 and 29 December 2023 for FY 2023. However, in light of the recent declaration of 26 December 2023 as special non-working holiday, the adjustments on the mandatory break for employees will be as follows:

1. For faculty administrators, administrative staff, and REPS earning vacation leave credits and who have not availed of a single leave in FY 2023 charged to vacation leave credits, the mandatory break shall start on 21 December 2023.
2. For faculty administrators, administrative staff, and REPS who have already availed of vacation leave (charged to vacation leave credits) in FY 2023, may opt to start their leave on 21 December 2023 to be charged against their vacation leave credits. They may opt to report to work on 21 December 2023 without the need for authorization to report to the office.

Faculty members shall follow the approved academic calendar schedule. Other guidelines stated in Memorandum No. PAJ 23-40 shall remain.

Wishing you a joyous and restful holiday season!

  
**AUGUSTUS C. RESURRECCION**  
Vice-President for Administration

cc: Office of the President