



13 April 2024

**MEMORANDUM NO. CMLT-2024-090**

**TO : The Deans, Directors, and Heads of Units/Offices**

**SUBJECT : Work arrangement in UP Manila on 15 April 2024 in light of the transport strike**

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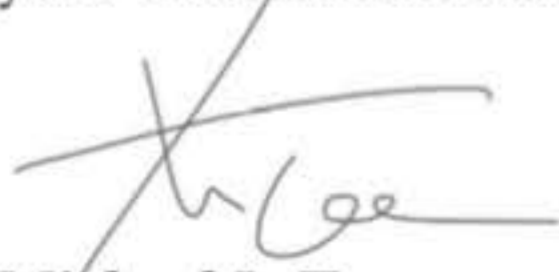
In view of the transport strike scheduled on 15 April 2024 (Monday), you are enjoined to extend leniency to all personnel who will have difficulty in commuting to and from work. The colleges/offices/units, however, shall ensure that there is a sufficient number of staff who will report on-site to guarantee clients of uninterrupted and efficient delivery of services.

Personnel affected by the transport strike and who will not be able to report on-site shall adopt the work-from-home arrangement, with the approval of their respective heads of units/offices, and ensure the recording of attendance and accomplishment report through the online Daily Time Recording System (DTRS).

The Philippine General Hospital (PGH) shall issue its own advisory on appropriate work arrangements.

The UP Manila administration will continue to evaluate developments on the transport strike. The University community is, therefore, enjoined to monitor the Office of the Chancellor's next related announcement.

For your information and guidance.

  
**Dr. Michael L. Tee**  
Professor and Chancellor