



28 April 2024

MEMORANDUM NO. CMLT-2024-106

TO : The UP Manila Community

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

SUBJECT : Class and work arrangements in UP Manila on 29-30 April 2024

Due to the projected extreme heat index and the scheduled nationwide transport strike on 29-30 April 2024, and in compliance with the directive of the Manila City Mayor, the following guidelines shall be observed:

1. On class arrangement

Face-to-face (F2F) classes in UP Manila, including all campuses of the School of Health Sciences (SHS), are suspended. The faculty are advised to shift to alternative mode of synchronous and/or asynchronous teaching-learning activities.

However, cognizant of the need to proceed with some in-campus activities that are best conducted under the direct supervision of the faculty in the campus facilities with adequate equipment, the following F2F activities will proceed as approved by the Local Government Unit of Manila:

1. Clinical works;
2. Laboratory workshops; and
3. Thesis data collection.

The faculty, nonetheless, are requested to extend leniency on attendance of students to in-campus activities.

2. On work arrangement

The deans, directors, and heads of offices/units have the discretion to allow their personnel who are heavily affected by the transport strike to adopt the work-from-home arrangement, provided that attendance and accomplishment report are properly recorded through the online Daily Time Recording System ([DTRS](#)).

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

Stay safe and hydrated!

Dr. Michael L. Tee
Professor and Chancellor