



University of the Philippines  
OFFICE OF THE PRESIDENT

**MEMORANDUM NO. PAJ 24-11**

**FOR :** EXECUTIVE VICE PRESIDENT  
VICE PRESIDENTS  
UNIVERSITY SECRETARY  
ASSISTANT VICE PRESIDENTS  
SPECIAL ASSISTANT TO THE PRESIDENT  
ASSISTANTS TO THE VICE PRESIDENT  
CHANCELLORS  
ASSISTANTS TO THE CHANCELLOR  
VICE CHANCELLORS  
ASSISTANTS TO THE VICE CHANCELLOR  
DEPUTY GENERAL COUNSEL AND  
CHIEF LEGAL OFFICERS  
UNIVERSITY REGISTRARS AND  
ASSISTANT UNIVERSITY REGISTRARS  
DEANS AND ASSOCIATE DEANS  
ASSISTANTS TO THE DEAN  
DIRECTORS AND DEPUTY DIRECTORS  
COLLEGE SECRETARIES AND  
ASSISTANT COLLEGE SECRETARIES  
DEPARTMENT CHAIRS; AND  
HEADS OF PRINCIPAL UNITS

**SUBJECT :** FIVE (5)-DAY “RE-ENERGIZING” PERIOD FOR  
UNIVERSITY OFFICIALS, FACULTY ADMINISTRATORS,  
AND UNIT HEADS FOR FY 2024 AND YEARS THEREAFTER

**DATE :** 05 April 2024

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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) 2024, subject to the following guidelines:

1. The five-day re-energizing period shall be availed of at any time of each FY, subject to operational necessity and other business needs
2. The administrator must have completed a minimum of three (3) months of service within the covered year to be eligible for this privilege. For example, if the date of appointment as administrator is 15 March, he/she will be able to avail of the re-energizing leave starting from 16 June.

The period of re-energizing can not be availed of after the end of the appointment of the University official, administrator or unit head.

3. 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 within the FY shall not exceed five days.
4. Heads of units directly under the Vice Chancellors and Vice Presidents are entitled to the said re-energizing period.
5. Officers-in-Charge must be designated and announced officially prior to any utilization of the said re-energizing period.
6. Relevant work arrangements are left to the sound discretion of the affected head of office.
7. The utilized days of this re-energizing period cannot be accumulated or commuted.
8. The affected offices shall ensure that there will always be an officer of the day/officer-in-charge available to handle official transactions and related matters.

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

Please be guided accordingly.



**ANGELO A. JIMENEZ**  
President