



04 November 2024

MEMORANDUM NO. CMLT-2024-317

TO : All Administrative Personnel and REPS

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

SUBJECT : **Implementation of Flexible Work Arrangement (FWA) in UP Manila, effective 04 November 2024**

In compliance with Memorandum No. ACR-24-50 dated 19 March 2024 on the adoption of Flexible Work Arrangement (FWA), UP Manila shall adopt the following FWA options:

1. **Work-from-home (WFH)** – refers to an output-oriented work arrangement to render service while at home or in residence. **One (1) day scheduled WFH arrangement per week** shall be allowed to make sure the ideal number of staff reporting daily is maintained.
2. **Flexitime** – refers to a work arrangement where employees are allowed to report for work not earlier than 7:00 AM and end not later than 7:00 PM on a daily basis, provided that the required eight (8) hours per day for a total of 40 hours per work week is complied with. The office must ensure that there are staff present during the regular working hours of **8:00 AM to 5:00 PM**. Any employee reporting to work after 9:00 AM shall be considered tardy and is barred from offsetting his tardiness within the day. On the other hand, an employee who leaves work before 4:00 PM shall be considered undertime.
3. **Combination of FWA options** – refers to a work arrangement whereby the agency may adopt a combination of the above-mentioned FWA options as appropriate or applicable to the mandate/function of the office.


The heads of offices/units or supervisors are directed to develop an office schedule for the month to ensure continuity of operations from 8:00 AM to 5:00 PM, including lunch break, throughout the work week.

The office can have varying work arrangements per employee, taking into consideration the most appropriate and efficient work schedule for the office and the welfare of the employee. **Provided that those who are required to work at a fixed official time and whose functions cannot be done remotely (i.e. laboratory technicians, utility workers, drivers, etc.) shall be excluded from availing the FWA.**

It is understood that employees under the WFH arrangement may be required to report physically to the office due to exigency of service. In addition, changes in the scheduled WFH arrangements without prior approval shall be considered a leave of absence chargeable against vacation leave.

Please submit your office's monthly work schedule to the HRDO at upm-hrdo@up.edu.ph using the form downloadable through this [LINK](#) on or before the 5th of the ensuing month, starting 05 November 2024. Failure of the CAD/ACAD offices/units to submit their schedule on the set deadline shall mean that their previous month's FWA schedule will prevail.

For your information, guidance, and compliance.



Dr. Michael L. Tee
Professor and Chancellor

