



Office of the Chancellor  
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The Health Sciences Center

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16 December 2024

**MEMORANDUM ORDER NO. CMLT-2024-360**

TO: ALL CONCERNED

SUBJECT: **UP Manila Guidelines on Mandatory Holiday Break 2024**

In connection with [Memorandum No. PAJ 24-34](#) dated 29 November 2024, all UP Manila employees shall observe the following internal guidelines regarding the mandatory holiday break:

1. Exemption for the Mandatory Holiday Break 2024 may be allowed for **December 19-20, 23, 26-27, 2024** for valid and justifiable reasons.
2. Those who are exempted are required to work on-site on December 19-20, 23, 2024. While work from home arrangements are allowed on December 26-27, 2024, monitoring of tasks during the Mandatory Holiday Break shall be the responsibility of the direct supervisor and will be held accountable for non-submission of work accomplishments.
3. The deadline for the submission of requests for exemption for the Mandatory Holiday Break shall be on Wednesday, **18 December 2024**. Late submissions shall be automatically disapproved.

For your information and guidance.

  
**DR. MICHAEL L. TEE**  
Professor and Chancellor

