



University of the Philippines  
OFFICE OF THE PRESIDENT

**MEMORANDUM NO. PAJ 24-34**

**TO : ALL CONCERNED**

**SUBJECT : MANDATORY HOLIDAY BREAK 2024**

**DATE : 29 November 2024**

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Let's embrace the festive Yuletide season alongside our families and loved ones. A mandatory holiday break is essential to foster work-life balance for UP faculty and staff. This break not only promotes well-being but also contributes to savings in utilities and maintenance while fostering administrative efficiency in planning and scheduling work.

Please disseminate and exercise due diligence in complying with the following guidelines:

1. Covered employees: Permanent, Temporary, UP Contractual / Casual, Substitute (with employer-employee relationship)
2. Mandatory holiday break: 19, 20, 23, 26 and 27 December 2024 (5 working days).
3. Kindly plan and schedule your work to ensure that all transactions and the relevant required reports are completed by Wednesday, 18 December 2024.
4. All offices will be closed during the mandatory holiday break period except for units that need to operate with a small number of essential employees (examples: university health services, security, and police services, emergency campus maintenance and sanitation, PABX).
5. Ensure safety and security of offices and building premises.
6. Employees who have exhausted their mandatory leave credits for 2024 shall charge these against their accumulated vacation leave credits.
7. Those with accumulated vacation leave of less than 10 days shall have the option of whether or not to go on mandatory leave. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization for 10 days shall still be required to go on mandatory leave (*Reference: CSC MC No. 41 s. 1998*).
8. Those who need to report for work must be given the appropriate tasks and submit the reports, or deliver the expected work outputs. A certification from the immediate supervisor that the assigned tasks were done should be attached to the Daily Time Record (DTR) or Certificate of Service (COS) for December 2024.

9. Those who will be granted exemption from the mandatory holiday break 2024 must physically report to the office/workstation during the day/s covered in the exemption.

Regular employees and COS/JO workers who will report physically to the office must be issued an Office Order by their Head of Office/Unit, authorizing them to perform work during the mandatory holiday break and specifying the inclusive date/s along with a brief description of the tasks and/or expected outputs.

COS/JO workers who will report physically to the office must be supervised or accompanied by a regular employee.

COS/JO may be allowed to shift to flexible work arrangements during the period 19, 20, 23, 26, and 27 December 2024 with corresponding tasks assigned and output/accomplishment. As UP PGH has operations different from the CUs, it is advised to craft an advisory on appropriate work arrangements for this period.

Please be guided accordingly.

  
ANGELO A. JIMENEZ  
President