



Human Resource Development Office
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HRDO ADVISORY NO. HR25-05

TO : All Concerned UP Manila Personnel
THROUGH : The Deans, Directors, and Heads of Units/Offices
SUBJECT : **Update on Submission of Work Accomplishment Report (WAR)**

This is to inform all UP Manila administrative personnel and Research, Extension, and Professional Staff (REPS) that the Work Accomplishment Report (WAR) will no longer be required for employees reporting to the office. However, the WAR must be accomplished by employees on approved Work-from-Home (WFH) days.

This update aims to streamline processes for employees working on-site and ensure that the accomplishment reports are properly recorded through the online Daily Time Recording System (DTRS) during the WFH days.

For your information and guidance.

Thank you.

Digitally signed by Michael
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Approved by:


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