



Human Resource Development Office
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

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21 January 2026

HRDO ADVISORY NO: HR26-004

TO : Administrative Officers/Designated Staff
THROUGH : The Deans, Directors, and Heads of Units/Offices
SUBJECT : Contract Addendum for Individual Contract of Services (ICS) Workers

Pursuant to [Memorandum No. ACR 26-03](#) and [Memorandum No. ACR 26-12](#) issued by the Office of the Vice President for Administration on the implementation of the **Wellness Leave (CSC Resolution No. 2501292)**, all colleges/offices/units are enjoined to submit the [Contract of Service \(COS\) Addendum](#) of their respective Contract of Service (COS) personnel starting 21 January 2026 (Wednesday).

The Addendum template is specifically designed for the following cases:

- It shall be used exclusively for Individual Contract of Service (ICS) workers.
- It applies to workers who had already signed and notarized their contracts prior to 05 January 2026.
- The document serves to expressly authorize the availment of Wellness Leave for those with active, pre-existing contracts.

Please ensure that all information (signatories, contract duration, etc.) is accurate before submitting the hard copy to HRDO to avoid delays or repeated routing of documents. **The deadline to submit is on Wednesday, 28 January 2026, 5:00 PM.**

For your information, guidance, and compliance.

Michael Antonio F. Mendoza, DDM, MA
Director

Noted by:

Johanna Patricia A. Cañal, MD, MHA, MSc
Vice Chancellor for Administration and Finance