



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

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20 January 2026

MEMORANDUM NO. ACR 26-12

FOR : Vice Presidents and the Secretary of the University
Chancellors
Dean, UP Tacloban College
Director, UP Philippine General Hospital

ATTENTION : Vice Chancellors for Administration
Associate Dean for Administration, UP Tacloban College
Deputy Director for Administration, UP PGH
Directors/Heads, HRDO
Directors/Heads of Offices/Units

SUBJECT : **Contract Addendum and Revised Contract of Service
Template Relevant to Memorandum No. ACR 26-03**

Pursuant to [Memorandum No. ACR 26-03](#) dated 05 January 2026, implementing CSC Resolution No. 2501292 on the grant of Wellness Leave, the University of the Philippines hereby disseminates **suggested** templates for Contract of Services Addendum and the Revised Contract of Services Template for system-wide use.

1. The **Addendum** shall be used for **Individual Contract of Services (ICS) workers who have already signed and notarized their contracts prior to 05 January 2026**, in order to expressly authorize the availment of Wellness Leave.
2. The **Revised Contract of Service** shall be used for **ICS workers whose contracts are to be executed after the issuance of Memorandum No. ACR 26-03 on 05 January 2026**, incorporating the Wellness Leave provision as part of the standard contract terms.

The contract templates will undergo further joint review with the Office of the Vice President for Legal Affairs, and any required revisions will be issued in the next contract cycle.

For guidance.


AUGUSTUS C. RESURRECCION
Vice President for Administration

cc: Office of the President