



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 26-05

TO : ALL CONCERNED

SUBJECT : HALF-DAY FLEXIBLE WORK ARRANGEMENT ON WEDNESDAY, 01 APRIL 2026

DATE : 23 March 2026

In commemoration of the Lenten season, the University will implement a half-day work schedule on Wednesday, 01 April 2026. A flexible work arrangement shall be observed in the morning, while work will be suspended during the afternoon. Contract of Service (COS) and Job Order (JO) personnel may shift to a work-from-home arrangement, subject to the delivery of expected outputs for the day.

Unit Heads and staff of Constituent Universities (CUs) responsible for the provision of essential public services—such as health services, security and police, communications (PABX), and garbage collection—shall observe the regular whole day work schedule. Officials and staff in these units are requested to schedule their tasks with flexibility and understanding.

Given the distinct operational requirements of UP PGH, they are advised to issue their own advisory on the appropriate work arrangements for this date.

Please be guided accordingly.


ANGELO A. JIMENEZ
President