



08 March 2026

**MEMORANDUM NO. CMLT-2026-084A**

TO : All Vice Chancellors, Deans, Directors, and Heads of Academic and Administrative Units

SUBJECT : **Implementing Guidelines for Energy Conservation and Compressed Work Week Arrangements**

---

In compliance with Memorandum Circular No. 114 issued by the Office of the President and Joint Memorandum OVPA–OVPA 2026-01, UP Manila hereby adopts these implementing guidelines for energy conservation and compressed workweek as follows:

**1. Designated No Onsite Work Day**

- To ensure administrative efficiency, UP Manila shall align with the UP System Administration’s schedule and observe Mondays as the designated no onsite workday each week.
- There shall be no administrative work rendered on Mondays.

**2. Prescribed Work Hours (Tuesday to Friday)**

- To maintain the standard 40-hour workweek, all personnel shall fulfill their required hours across the remaining four (4) onsite days. The following work schedules are prescribed:
  - 7:00 AM to 6:00 PM
  - 7:30 AM to 6:30 PM
  - 8:00 AM to 7:00 PM
- Personnel shall coordinate with their respective Unit Heads to select one of these fixed schedules to ensure continuous service delivery.
- The 15-minute grace period at the start of the workday shall be allowed.

**3. Specific Exemptions and Continuity of Service**

- **Philippine General Hospital (PGH):** Due to its mandate to provide continuous medical service, the PGH shall issue its own separate guidelines.
- **Medical and Healthcare Interns:** All interns currently rotating at the PGH shall continue their duties according to their existing department schedules. Their rotations and clinical responsibilities are not covered by the four-day compressed workweek or the Monday onsite closure.
- **Academic Continuity:** All classes shall proceed as scheduled. Teaching and learning remain the University's primary priority and will not be disrupted by these austerity measures.
- **Research Personnel (RAs):** Research Assistants and related personnel are included in the four-day compressed workweek. However, if specific research activities (e.g., laboratory experiments, clinical trials, or field data gathering) warrant an onsite presence for five (5) days, they shall follow the standard 8-hour-workday for the entire week.
- **Designated Academic Support:** Administrative staff designated by the Deans are exempt from the compressed schedule. They shall remain onsite as required to provide essential support for teaching, learning, and other educational functions.

- **Student Spaces:** All designated student spaces, including study halls, student lounges, libraries, and learning hubs shall remain open and accessible to students.

#### 4. Administrative Provisions

- **Holiday Weeks:** In weeks where a legal holiday occurs, the holiday shall serve as the no onsite day. The remainder of the week will follow the standard 8-hour onsite schedule.
- **COS and JO Personnel:** COS/JO personnel are included in the compressed work week arrangement.
- **Monitoring:** Each unit shall designate a focal person to track energy and water consumption to ensure the 10-20% reduction target is met.

This policy takes effect on **09 March 2026** and will be subject to a formal review after two (2) months.

For your information, guidance, and strict compliance.

**Dr. Michael L. Tee**  
Professor and Chancellor