



10 April 2026

**MEMORANDUM NO. CMLT-2026-117**

TO : All UP Manila Personnel

THROUGH : The Vice Chancellors, Deans, Directors, and Heads of Offices/Units

SUBJECT : **Revised administrative work schedule: Transition to hybrid 1-4 work arrangement**

Following a comprehensive one-month assessment of the 4-day compressed workweek, the UP Manila administration recognizes the significant physical and logistical challenges posed by the 10-hour daily commitment.

In the interest of occupational health, employee welfare, and operational efficiency, UP Manila is transitioning to a hybrid 1-4 work arrangement. This shift balances the need for energy conservation with the necessity of a conducive working condition for our community.

This transition is anchored on CSC Memorandum Circular No. 6, s. 2022, and the provisions of MC No. 114, ensuring a conducive working environment while maintaining public service excellence.

**The Hybrid 1-4 Work Guidelines**

Effective **13 April 2026 (Monday)**, the following work schedule shall be observed:

- **Monday (synchronized work-from-home):** All offices that can accommodate remote work will implement a synchronized work-from-home (WFH) day. This facilitates a "Building Dark Day" and "Transportation Holiday" across administrative facilities to meet energy conservation targets.
  - **Alternative on-site workspaces:** For employees unable to work from home due to space or technical constraints, the University is designating comfortable alternative work areas. These areas act as a proxy for the home office; main unit offices shall remain closed to meet austerity targets.
    - **Designated Areas:** The **UP Manila Boardroom** and the **PGH 8<sup>th</sup> Floor Social Hall** are hereby designated as the centralized alternative workspaces for Mondays.
  - **Essential on-site rotations (Mondays):** For units supporting essential on-site teaching-learning activities or clinical operations, Monday duties will be rotated among eligible staff, subject to the approval of their respective heads of units/offices.
- **Tuesday to Friday (synchronized on-site with modified flexitime):** Employees shall report on-site for a standard shift observing the following parameters:
  - **Modified flexitime:** To support staff welfare, a limited flexitime window is allowed between **7:00 AM and 8:00 AM**.
  - **Strict hours:** Employees must be at their posts no later than 8:00 AM. No grace period shall be applied. Accordingly, the latest allowable end of workday is **5:00 PM**.

- **Air-conditioning unit (ACU) Operations:** ACUs in offices shall operate from **8:00 AM to 4:00 PM only**.

#### Continuity of Academic and Research Services

- **Academic Continuity:** All classes shall proceed as scheduled. Faculty are encouraged to maintain leniency during this transition.
- **Research Personnel:** RAs shall follow the hybrid 1-4 work arrangement. If research warrants a 5-day onsite presence, they shall follow a standard 8-hour workday for the entire week, subject to principal investigator and head of unit approval.
- **Student Spaces:** Libraries, study halls, and learning hubs shall remain open and accessible.
- **Academic Support:** Staff designated by deans to support essential teaching functions are exempt from the WFH schedule, as needed.
- **Provisions for alternative schedules in frontline academic support units:** Recognizing the need for extended student support, units like the University Library and the Learning Resource Center are allowed to submit proposed flexible working hours. These proposals must ensure maximum student accessibility and are subject to the approval of the Vice Chancellor for Academic Affairs.


#### Special Exemptions

- **Philippine General Hospital (PGH):** Due to its mandate to provide continuous medical services, the PGH shall issue its own separate guidelines.
- **Medical Interns:** Interns at PGH shall continue their duties according to existing clinical schedules.
- **Community Rotations:** Students and faculty currently engaged in community-based rotations or field assignments shall adhere to their established site-specific schedules to ensure the continuity of community health services.

#### Administrative Provisions

- **Holiday Weeks:** If a legal holiday falls within the week, the WFH schedule is suspended. The remainder of the week follows the standard 8-hour on-site schedule.
- **COS and JO Personnel:** COS/JO personnel are included in these arrangements.
- **Accountability:** Heads of units/offices must ensure WFH productivity. The recording of attendance and submission of accomplishment reports shall be done through the Online Recording of Attendance System (ORAS) at [oras.upm.edu.ph](http://oras.upm.edu.ph) during WFH schedules.

For your information, guidance, and compliance.

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