



04 September 2026

MEMORANDUM NO. CMLT-2026-321

TO : All UP Manila Personnel

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

SUBJECT : **Nonsynchronous work-from-home (WFH) arrangement effective 07 September 2026 (Monday)**

Pursuant to the flexible work arrangements authorized under applicable Civil Service Commission (CSC) issuances, and in support of employee welfare while ensuring the continuous, efficient, and uninterrupted delivery of public services, offices/units shall implement a one-day work-from-home (WFH) rotation among personnel within the workweek.

The implementation of the **nonsynchronous WFH arrangement, effective 07 September 2026 (Monday)**, shall be subject to the approval of the head of office/unit, the nature of the employee's functions, and the operational requirements of the office/unit.

The implementation of the nonsynchronous WFH arrangement is subject to the following parameters:

1. Productivity and attendance

Heads of offices/units shall ensure the productivity and accountability of employees while on WFH. Attendance and accomplishment reports shall be recorded and submitted through the Online Recording of Attendance System (ORAS) at oras.upm.edu.ph during the scheduled WFH day. Failure to record attendance and submit the required accomplishment report during the WFH schedule may be considered as absence for the day.

2. Work continuity and operational requirements

Heads of offices/units shall ensure adequate on-site staffing and proper management of work assignments, deliverables, deadlines, and communication channels to maintain uninterrupted delivery of essential, frontline, and time-sensitive services.

3. Priority for JO/COS personnel

Fridays may be designated as the WFH day primarily for Job Order (JO) / Contract of Service (COS) personnel. Offices/units may adopt a different WFH day for JO/COS personnel when warranted by operational requirements.

All previous issuances or parts thereof that are inconsistent with the provisions of this memorandum are hereby repealed or modified accordingly.

For your information, guidance, and compliance.

Dr. Michael L. Tee

Professor and Chancellor