



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

28 March 2021

MEMORANDUM NO. 040
Series of 2021

TO : **All Faculty, REPS, and Administrative Staff**

SUBJECT : **Implementation of Measures in relation to the Imposition of the Enhanced Community Quarantine in the NCR Plus**

Pursuant to the approval by President Rodrigo Duterte of IATF Resolution No. 106-A placing NCR, Bulacan, Cavite, Laguna and Rizal (NCR Plus) under Enhanced Community Quarantine (ECQ) from 29 March 2021 to 04 April 2021 as announced through the Memorandum from the Executive Secretary dated 27 March 2021 and subject to Civil Service Commission Memorandum Circular No. 18 of 15 October 2020 and OVPA Memorandum No. NGY 21-45 outlining possible work arrangements during the ECQ, **all offices in UPLB, except units performing vital, critical and essential functions, will implement work from home (WFH) arrangements from 29 March 2021 until 12:00 noon of 31 March 2021.**

Please be reminded that under Section 2, paragraph 2 of the IATF Omnibus Guidelines as amended as of 11 February 2021, strict home quarantine shall be observed by all households during the period of ECQ and movements of all residents shall be limited to accessing goods and essential services and for work in permitted offices and establishments.

Vital, Critical, and Essential Services

Under Section 2 paragraph 5 of the IATF Omnibus Guidelines and Section 3.2 of CSC Memorandum Circular No. 18 Amending the Revised Interim Guidelines for Alternative Work Arrangements and Support Work Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to the COVID-19 Pandemic, a skeleton workforce may be allowed for government agencies and units providing critical services aside from WFH.

Thus, all UPLB units performing vital, critical and essential functions will continue to operate on a regular work schedule with a skeleton workforce or at a higher capacity necessary to ensure unhampered services during the ECQ. These offices include but are not limited to the following:

- (1) Accounting Office;
- (2) Cashier's Office;
- (3) Information Technology Center (ITC);
- (4) University Health Service (UHS);
- (5) University Planning and Maintenance Office (UPMO);
- (6) University Police Force (UPF);
- (7) UPLB Housing Office (UHO); and,
- (8) units involved in the maintenance of experimental plants and animals.

UPLB employees and workers under individual contracts of service (ICS) below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities or other health risks, and pregnant women shall be under WFH. The WFH arrangement shall also be available to employees and workers on ICS living with the aforementioned persons. Memorandum No. 032, Series of 2021, issued by this Office on 22 March 2021 enumerated the tasks that are allowed for WFH.

Units required or opting to have a skeleton workforce shall accomplish and submit to the Office of the Chancellor (via oc.uplb@up.edu.ph) by **29 March 2021** the work schedule (see *attached template*) identifying the employees who will physically report to their offices during this period. Units are highly encouraged to make transportation arrangements for their skeleton workforce.

Suspension of Class Activities

All class activities are suspended from 29 March 2021 to 04 April 2021. These activities include submission of requirements, assessments, examinations, and synchronous online sessions. Faculty members are required to reschedule activities as necessary but to remain available to their students for consultation during the official working hours within this period.

Monitoring of Units

All unit heads shall ensure continued management of their respective units and are required to assign alternative tasks for employees whose nature of work would have otherwise not allowed them to WFH. Employees under WFH arrangements shall continue to use the Log-in Form and demonstrate their output in the Daily Accomplishment Report to ensure proper productivity monitoring. All employees must be available and accessible throughout the official working hours, which covers attendance to online meetings and similar activities.

Work Arrangements after 04 April 2021

If the ECQ in Laguna is extended beyond 04 April 2021, the same WFH and skeleton workforce arrangements will remain in place for the duration of the ECQ. If

Laguna is returned under GCQ after 04 April 2021, work arrangements allowing 30% to 50% physical reporting (see OC Memorandum No. 032 s. 2021) will be implemented anew for the duration of the GCQ.

Outdoor Activities in the Campus

While Laguna is under ECQ, the conduct of outdoor activities in the campus is prohibited, including activities at the UPLB Jogging Lane, the Lower Field of the UPLB Freedom Park, and the UPLB Tennis Court.

All faculty, REPS, and administrative staff are reminded to submit their daily health status via OHMS regardless of their work arrangement, to practice required minimum health protocols, to limit travel outside their homes only for emergency purposes and to accessing essential goods and services, to not participate in mass gatherings, and to not allow individuals outside their immediate family into their homes.

For your guidance and strict compliance.


JOSE V. CAMACHO, JR.
Chancellor