



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES

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03 April 2020

**MEMORANDUM NO. NGY 20 – 56**

FOR : **Chancellors  
Director, UP PGH**

ATTENTION : Vice Chancellors for Administration  
Deputy Director for Administration  
HRDO Directors / Heads

SUBJECT : **Submission of Work Accomplishment from  
17-31 March 2020 and 01-14 April 2020**

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Pursuant to the implementation of an Enhanced Community Quarantine in Luzon per the directive of the national government, as well as other regions/provinces as initiated by their respective Local Government Units (LGUs), work suspension is in effect in the government sector and other institutions. However, alternative work arrangements were implemented<sup>1</sup> in order to continuously deliver essential services and not to hamper the daily operations of the offices. Part of these work arrangements are the assignment of a skeletal work force and work from home.

For monitoring purposes, and as per CSC requirement, may we request the submission of work accomplishment from the Constituent Universities which were placed under Enhanced Community Quarantine for the period 17-31 March 2020? Kindly fill out the prescribed template and email using the file name **<CU> Work Accomplishment for 17-31 March 2020** to ovpa@up.edu.ph **on or before 08 April 2020, Wednesday.**

The same submission shall be done for the period 01-14 April 2020 using the same template and file name, **<CU> Work Accomplishment for 01-14 April 2020**, to be submitted **on or before 17 April 2020, Friday.**

**NESTOR G. YUNQUE**  
Vice President for Administration

cc: Office of the President

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<sup>1</sup> Memorandum No. NGY 20 – 44: Implementation of Alternative Work Arrangement in relation to COVID-19 Code Red Sublevel Two