



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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08 May 2020

MEMORANDUM NO. NGY 20 – 68

TO : Chancellors
Director, UP-PGH

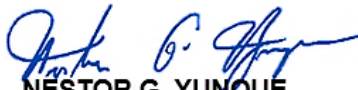
ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads

SUBJECT : **Submission of Additional Work Accomplishment Report/s
due to the Extension of the Enhanced Community
Quarantine (ECQ)**

In line with the extension of the Enhanced Community Quarantine (ECQ) in high-risk areas¹ until 15 May 2020, please submit the corresponding Work Accomplishment Report for the period of 01-15 May 2020 on or before 22 May 2020 (Friday), subject to the guidelines issued per previous memoranda².

In case of ECQ extension after 15 May 2020, succeeding accomplishment report/s must be submitted seven (7) calendar days after the last day of every 15-day period (i.e. 16-31, 01-15).

For your guidance and compliance.


NESTOR G. YUNQUE
Vice President for Administration

cc: Office of the President

¹ Executive Order No. 112: Imposing an Enhanced Community Quarantine in High-Risk Geographic Areas of the Philippines and a General Community Quarantine in the Rest of the Country from 01 to 15 May 2020, Adopting the Omnibus Guidelines on the Implementation Thereof and for Other Purposes

² Memoranda Nos. NGY 20-56 and NGY 20-57