



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 2331 | +63 49 536 3468 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

05 July 2021

MEMORANDUM NO. 28
Series of 2021

TO : All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT: Official Time for Personnel for Vaccination Day/s

In compliance with Memorandum NGY 21-92, (Official Time for Personnel for Vaccination Day/s), vaccination days of all UPLB employees, as well as individuals engaged through Contract of Service (COS) and Job Order (JO) shall be considered as Official Time retroactive to the initial rollout of the nationwide vaccination campaign in March 2021.

A maximum of one (1) day per COVID-19 vaccine dose shall be granted to concerned personnel. The concerned personnel must notify their immediate supervisors at least one (1) day prior to their vaccination schedule. Those who have been vaccinated are requested to submit a photocopy or scanned copy of their Vaccination Monitoring Form¹ to their respective supervisor as soon as possible after their vaccination to avail of the Official Time.

For information and guidance.

ROLANDO T. BELLO
Vice Chancellor

¹Memorandum No. NGY 21-65 dated 07 May 2021 re: Submission of Weekly Updates on the Headcount of Personnel who have been Vaccinated Against COVID-19.