



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

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21 October 2021

MEMORANDUM NO. 37

Series of 2021

TO : Heads of Units and Offices

SUBJECT: Submission of Documentary Requirements for the Grant of COVID-19 Hazard Pay for the period of 06 August to 19 October 2021

Please refer to the attached Memorandum No. NGY 21-122 *Updated Guidelines on the Payment of COVID-19 Hazard Pay*, for the conditions and additional information on the grant of Hazard Pay.

In order to facilitate the processing of the hazard pay, units and offices are now enjoined to submit the list of eligible personnel using the attached templates along with the certified Alternative Working Arrangement covering the duration of ECQ and MECQ, to the Human Resources Development Office (HRDO) via google form: <https://forms.gle/DSzGfu5gQ8o7Fhym9>.

Heads of offices/units are reminded through the above-mentioned Memorandum that all claims and requirements/supporting documents should have been verified as to the veracity and are in accordance with the guidelines for the payment of COVID-19 Hazard Pay.

The UPLB revised template format for hazard pay may be downloaded through this link: <https://tinyurl.com/2mffdant>

Noncomplying documents will be returned to the concerned unit/office and will subsequently delay the payment of the said benefit.

Submissions for the grant will be accepted not later than **29 October 2021, 5:00 p.m.**

For compliance.

ROLANDO T. BELLO
Vice Chancellor