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04 November 2022

**MEMORANDUM No. 40**  
Series of 2022

**TO: All Vice Chancellors, Deans, Directors, and Unit Heads**  
**SUBJECT: Adoption of Flexible Work Arrangements in UPLB**

In compliance with OSPA [Memorandum No. NGY 22-74](#), CSC Memorandum Circular No. 6, s. 2022 and [COA-DBM Joint Circular No. 1, s. 2022](#), UPLB is hereby adopting the following Flexible Work Arrangements (FWA) for Administrative Employees, Job Order, and COS workers.

To reiterate, the summary of the adoption of FWA in the government aims to:

1. Ensure the health, safety, and welfare of the government officials and employees at all times;
2. Ensure that government officials and employees achieve the objectives set by the agency, and that the agency per se achieves its objectives under any circumstance;
3. Boost morale and enhance the welfare of government officials and employees by allowing them to accomplish their tasks through appropriate work arrangements, hence, increasing productivity and performance and supporting work-life balance;
4. Encourage agencies to adopt information and communications technology (ICT)-enabled work and tasks that can be done remotely; and
5. Provide reasonable arrangements to groups such as senior citizens, persons with disability (PWDs), pregnant and nursing mothers, immunocompromised or individuals with chronic conditions or who suffered from accidents affecting mobility, but can physically and mentally work.

**A. General Guidelines for Offices/Units**

1. The unit / office shall be operational from Monday to Friday, 8:00 AM to 5:00 PM.
  - Saturdays and Sundays may also be set as work days depending on the employee's nature of work, and also in the exigency of service. This, however, shall be considered as regular workdays, and not an overtime.
  - This is the regular working arrangement wherein all employees reports physically to the office or assigned station.
2. Flexitime shall not start earlier than 7:00 AM and end not later than 7:00 PM.
  - Those handling frontline services, however, must strictly ensure the delivery of services to their clients from 8:00 AM to 5:00 PM, with 'no noon break' policy to be observed.
  - Flexible working hours adopted, as agreed by the supervisor and the employee shall be the regular working hours, which cannot be occasionally changed at the employee's convenience.

- Employee shall follow **only one official working hour schedule** per week.
- The following official working hours under Flexitime shall be adopted:

FROM	TO
7:00 AM	4:00 PM
7:30 AM	4:30 PM
8:00 AM	5:00 PM
8:30 AM	5:30 PM
9:00 AM	6:00 PM
9:30 AM	6:30 PM
10:00 AM	7:00 PM

3. The Regular Weekly FWA must be determined and plotted, following discussion and agreement between the head of office/unit/ or supervisor and employee. It will be recorded on the regular weekly [FWA template](#).

- The Regular Weekly FWA shall serve as one of the monitoring mechanisms for both the office/unit and the HRDO.

4. The office/unit and/or HRDO shall have the employee accomplish the Non-Disclosure Undertaking (NDU) upon the effectivity of the appointment/contract (for new employees/COS/JO workers).

[Non-Disclosure Undertaking\\_English](#)

[Non-Disclosure Undertaking\\_Filipino](#)

- Those who have already filed the NDU are no longer required to accomplish a new undertaking.

5. Officials and employees under FWA, except for Flexiplace work arrangement, shall be entitled to Compensatory Overtime Credit/Overtime Pay if they physically report for work and rendered services beyond the normal eight (8) hours on scheduled workdays or forty (40) hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest, subject to the provisions of [CSC-DBM Joint Circular No. 2, s. 2015](#), [CSC-DBM Joint Circular No. 2-A, s. 2005](#) and [CSC-DBM Joint Circular No. 2, s. 2004](#), and other related civil service, budgeting, accounting, and auditing rules and regulations.

6. Each office may adopt the use of videoconferencing/teleconferencing in conducting meetings/ assemblies and other official activities, whenever applicable.

7. The unit/office shall determine and assign alternative task/s which cannot be accomplished at the office during emergencies and calamities, subject to the performance standards and timelines for its completion in consonance with the approved OPCR/IPCR.

8. When the unit/office has not assigned any other task/s, the concerned officials and employees who were not able to produce outputs during the emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities shall be considered on excused absence.
9. Offices rendering **health, security and safety services** and mandated to operate **24-hour continuous service delivery** on a daily basis can adopt various FWA set by UPLB except for Flexiplace and Flexitime work arrangements.
10. UPLB shall adopt a cost-neutral stand in the implementation of **Flexiplace** work arrangement as stated in Section 7.3 of the [COA-DBM Joint Circular No. 1, s. 2022](#), unless advised otherwise by a higher and competent authority. Employees under the said work arrangement shall be responsible for the following costs:
  - a. Mobile device/landline and broadband services, including all corresponding costs for communication used to perform flexiplace work;"
  - b. Cost of utilities used to perform home-based work, such as electricity and water; and
  - c. Transportation cost to and from home, satellite office, or other fixed places.
11. COS and JO workers and their immediate supervisor shall arrive at an agreeable work arrangement in consideration of the written agreements and the tasks assigned, and of its complementarity to the flexible work arrangement adopted by UPLB. Approval of the same shall be subject to the provisions of the policies on flexible work arrangements set forth by this memorandum.
12. If CSC requires the submission of the records, the office/unit shall be notified of the submission of the consolidated accomplishment reports to HRDO via <https://tinyurl.com/SubmissionFWA>

**B. General Guidelines for Individual Employee**

1. Regardless of FWA option/s adopted, all employees must complete the required 40-hour workweek.
2. The adoption of FWA shall be subject to discussion and agreement with the supervisor.
  - FWA requests can be denied or existing FWA can be modified on the grounds of failure to accomplish the assigned task/s within the agreed upon timelines and/or overall performance review of the employee concerned.
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3. Employees adopting Flexiplace work arrangement must submit the following documents every 15th day of the succeeding month:

Document	Template Link	Submit To
Weekly Accomplishment Report	<a href="#">FWA Accomplishment Report</a>	Department/Office/Unit
Daily Time Record or other similar time record/sheet/log with notation of FWA adopted		HRDO

4. In case of emergency, the employee must notify his/her supervisor in advance (at least a day before) for any deviations in the regular weekly FWA (e.g. adopting flexiplace on a day scheduled to physically report in the office).
  - In the exigency of service, employees may also be asked to report physically in the office on day/s or time that he/she is not scheduled to be in the office (e.g. flexiplace options, compressed workweek, flexitime).
  - The guidelines issued under MC No. 06, s.2022 shall also be applicable to individuals engaged through Contract of Service/ Job Order (COS/JO), as stipulated in the [COA-DBM Joint Circular No. 1, s. 2022](#)
5. Failure to accomplish the assigned task/s within the timelines set by the office may be grounds to deny subsequent requests for flexiplace work arrangement.
6. The following list of **Flexible Work Arrangements (FWA)** will be adopted by all UPLB employees concerned:

FWA	DESCRIPTION	CONDITIONS
<b>Physically reporting</b>	The regular/default work arrangement wherein employee reports physically to office or assigned station each day from 8:00 am - 5:00 pm or 40 hrs a week	Applicable to all UPLB employees
<b>Flexiplace</b>	<p>Output-oriented work arrangement that authorizes officials or employees to render service at a location away from their office.</p> <p>Types/locations for this work arrangement:</p> <ol style="list-style-type: none"> <li>1. <b>Work from Home (WFH)</b> <ol style="list-style-type: none"> <li>a. Work arrangement where the officials or employees work at home or their residence.</li> <li>b. Subject to mutually agreed arrangements between the officials or employees and their supervisors.</li> <li>c. It shall apply only to employees whose assigned task/s can be accomplished outside the office.</li> </ol> </li> <li>2. <b>Work from Satellite Office</b> <ol style="list-style-type: none"> <li>a. work arrangement where the government officials or employees, instead of reporting to their office, report for work at their agency satellite office near their place of residence.</li> </ol> </li> </ol>	<p>Flexiplace may be allowed by the agency or office/unit under three (3) conditions:</p> <ol style="list-style-type: none"> <li>1. regular/recurring,</li> <li>2. situational (e.g. for ad hoc tasks or assignments), or</li> <li>3. medical (as supported by medical records and based on the recommendations of the attending physician).</li> </ol> <p>Only employees with tasks that are specified in the Annex 2 will be allowed to adopt this kind of FWA</p> <p>Alternative task/s can be determined and assigned, subject to the performance standards and timelines for its completion in consonance with the approved OPCR/IPCR</p> <p>Not entitled to Compensatory Overtime Credit/Overtime Pay</p>

	<p>3. Work from Another Fixed Place</p> <p>a. Work arrangement where the officials and employees render service within the Philippines, at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence and satellite office</p> <p>b. Subject to the prior approval and authorization and verification of the office/unit</p>	<p>Employees who are stranded due to quarantine protocols, unavailability of transportation or inaccessible road may also be allowed to adopt this work arrangement subject to pertinent CSC Rules on FWA</p>
<b>Skeleton Workforce</b>	<p>Refers to a work arrangement where a minimum number of officials or employees is required to man the office to render service when full staffing is not possible</p>	<p>This will be adopted only in times of public health emergencies, disasters, or calamities</p> <p>Skeleton workforce is equivalent to physical reporting.</p> <p>Employees who render essential services on the following areas are exempted from this kind of FWA</p> <ol style="list-style-type: none"> <li>1. Health Services</li> <li>2. Safety and Security</li> <li>3. Campus maintenance and sanitation</li> </ol>
<b>Work Shifting</b>	<p>Refers to a work arrangement applicable to offices/agencies mandated to operate <b>24-hour continuous service delivery</b> on a daily basis, or required to observe workplace health and safety protocols. Applicable also to occupational groups that provide security and safety to UPLB employees and/or property</p>	<p>Only for offices with mandate on health, security and safety protocols</p>
<b>Compressed Work Week</b>	<p>Refers to a work arrangement whereby the forty (40) hours work-week for five (5) days is compressed to four (4) days or less, as may be applicable</p>	<p>Applicable to employees of the University Health Service (UHS), subject to pertinent working arrangement/ conditions set by the said office</p> <p>Can only be adopted by other offices if combined with physically reporting or flexitime</p>
<b>Flexitime</b>	<p>Refers to a work arrangement where the agency is allowed to adopt flexible time from 7:00 AM to 7:00 PM on a daily basis, provided that the required forty (40) hours workweek is complied with</p>	<p>Flexible working hours adopted as agreed during by an employee shall be the regular working hours, which cannot be occasionally changed at the employee's convenience</p>

		<p>Employee shall follow only one Official Working Hour Schedule (as enumerated in A.3)</p> <p>Offices with mandate on health, security and safety protocols are not covered by this FWA</p>
Combination of Flexible Work Arrangements		
Combination of FWA	DESCRIPTION	CONDITIONS
<b>Physical Reporting + Flexiplace</b>	Combination of Physical Reporting and Flexiplace	<p>Three (3) days in the office and two (2) days Flexiplace at eight (8) hours per day</p> <p>A minimum of four (4) hours to be spent in the office/field and the remaining hours in WFH per day</p> <p>The forty (40)-hour workweek requirement shall be complied with</p>
<b>Skeleton Workforce + Flexiplace</b>	Combination of Skeleton Workforce and Flexiplace	<p>Shall be adopted in times of national emergencies and disasters</p> <p>The number of days for each work arrangement will be determined and agreed upon by the supervisor and employee</p> <p>The forty (40)-hour workweek requirement shall be complied with</p>
<b>Flexitime + Flexiplace</b>	Combination of Flexitime and Flexiplace	<p>Three (3) days in the office under Flexitime working hours and two (2) days Flexiplace at eight (8) hours per day</p> <p>Employee shall follow only one Official Flexitime Working Hour Schedule</p> <p>Only employees whose tasks are specified in Annex 2 will be allowed to adopt this kind of FWA</p>

Compressed Work Week and + Physically Reporting	Combination of Compressed Work Week and Physically Reporting	All employees physically report for work  Maximum of fifty percent (50%) of the employees may adopt the compressed workweek while the rest are physically reporting
Compressed Work Week and + Flexitime	Combination of Compressed Work Week and Flexitime	All employees physically report for work  Maximum of fifty percent (50%) of the employees may adopt the compressed workweek while the rest can adopt flexitime

Combination of more than two FWA by an office may be adopted subject to the important conditions as provided in this memorandum.

C. Considerations in planning/crafting the unit's/office's FWA:

1. The FWA is a privilege and a non-monetary measure to support employee morale and well-being that government officials and employees may enjoy, while ensuring that UPLB's mandates, overall delivery of service to the public and fulfillment of the office/unit's functions are not compromised. Its adoption shall be subject to the conditions stated in this memorandum.
2. Strict implementation of submissions of duly accomplished and signed reports as part of the monitoring mechanism of the university:
  - a. Regular weekly FWA
  - b. Weekly accomplishment reports to be submitted with the employee's DTR adopting FWA, specifically the Flexiplace work arrangement.
3. Energy conservation and security and safety measures implemented by the University.
4. For those adopting Flexiplace work arrangement
  - a. Section V - C Item 1.5 of [CSC Memorandum Circular No. 6, s. 2022](#) states that: "Reasonable expenses incurred by government officials and employees (e.g., electricity bills, internet connection cost, etc.) may be defrayed by the agency only when there is imposition of WFH arrangement due to emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or manmade calamities subject to budgeting, accounting, and auditing rules and regulations."
  - b. Section 7.3 of [COA-DBM Joint Circular No. 1, s. 2022](#) states that: "To ensure that the flexiplace work arrangement is cost-neutral to the government, the COS and JO workers under the said work arrangement shall be responsible for the following costs:
    - a. Mobile device/landline and broadband services, including all corresponding costs for communication used to perform flexiplace work;"
    - b. Cost of utilities used to perform home-based work, such as electricity and water; and
    - c. Transportation cost to and from home, satellite office, or other fixed places."

5. COS/JO adopting work arrangements which involve reporting physically in the office shall be allowed on the condition that regular employees of the same office are adopting the same work arrangement.

The policy or written agreements produced in the formulation of appropriate flexible work arrangements shall contain provisions for dispute settlement in case of any differences in the interpretation thereof.

For your guidance and compliance.



**ROLANDO T. BELLO**  
Vice Chancellor