



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 3468 | +63 999-221-1489 | [ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph) | [www.uplb.edu.ph](http://www.uplb.edu.ph)

24 January 2023

**MEMORANDUM NO. 06**

Series of 2023

**TO: All Vice Chancellors, Deans, Directors, Department Chairs  
and Unit Heads**

**SUBJECT: Operations and Work Arrangements Effective 01 February 2023**

In pursuance to Memorandum No. NGY 23-11 dated 18 January 2023, effective 01 February 2023, the University shall resume its offices/units' regular operations and personnel's pre pandemic work arrangements, in which physical reporting in the offices/units/workstations and flexitime are observed.

Offices may continue to offer online services/transactions to their clients online but must also expect and prepare for an increased volume of face-to-face transactions.

Flexible work arrangements, specifically flexiplace, (i.e., work from home, work from satellite office and work from another fixed place) and compressed work week, may be adopted only during disasters or emergency situations due to typhoon, flooding, and other similar hazardous events which may pose difficulties to personnel in physically reporting to the office.

For compliance.

**ROLANDO T. BELLO**  
Vice Chancellor