



# OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

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19 March 2024

## MEMORANDUM NO. ACR-24-50

FOR : Chancellors  
Director, UP PGH  
Dean, UP Tacloban College

ATTENTION : Vice Chancellors/Deputy Director for Administration  
Associate Dean for Administration  
Vice Chancellors for Community Affairs  
HRDO Directors/Heads


SUBJECT : **Adoption of Flexible Work Arrangement (FWA) in the University of the Philippines**

Following the agreement reached during the System Fiscal Policies and Operations Committee (SFPOC) Meeting on 5 March 2024 and in consideration of advisories<sup>12</sup> from the Civil Service Commission (CSC), Memorandum No. NGY 23-11 – *Operations and Work Arrangements effective 1 February 2023* – is hereby amended allowing the adoption of flexible work arrangement (FWA) not only during disasters or emergency situations, such as typhoons, floodings and similar hazardous events. This amendment aligns with CSC Memorandum Circular No. 06, s. 2022 – *Policies on Flexible Work Arrangements in the Government*.

Constituent Universities (CUs)/UP Tacloban College and UP PGH shall draft their internal policies on FWA **applicable** to the CU, following internal consultations and assessment of logistical and human resource capacity of the units. Further, the CUs, in drafting the internal policies on FWA, are reminded to ensure that all their stakeholders are assured of continuous public service delivery from 8:00 AM to 5:00 PM, including lunch break, throughout the workweek. UP PGH, as a tertiary hospital, has discretion to maintain a 100% workforce physically reporting.

A copy of the internal policies on FWA shall be submitted to the OVPA for information.

For dissemination and implementation.

  
**AUGUSTUS C. RESURRECCION**  
Vice President for Administration

cc: Office of the President  
Vice Presidents and Secretary of the University

<sup>1</sup> Civil Service Commission (2024). *Adoption of Flexible Work Arrangements (FWAs) in the Government to Improve the Traffic Situation in Metro Manila*. <https://www.csc.gov.ph/announcements/advisory-on-adoption-of-flexible-work-arrangements-fwas-in-the-government>

<sup>2</sup> Civil Service Commission (2024). *Adoption of Flexible Work Arrangements (FWAs) by Muslims Working in the Government During the Period of Ramadan*. <https://www.csc.gov.ph/announcements/adoption-of-flexible-work-arrangements-fwas-by-muslims-working-in-the-government-during-the-period-of-ramadan>