



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE
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OVCAF MEMORANDUM No. VCAF 2024-002

TO: ALL CAD ADMINISTRATIVE PERSONNEL

THROUGH: HEADS OF UNITS/OFFICES

**SUBJECT: Trial of a Four-Day Work Week Compressed Work Schedule/Flexible
Work Arrangement (FWA) in CAD Admin Offices from June 3 to 28, 2024**

In line with the OVPA Memo No. ACR-24-50 *Adoption of Flexible Work Arrangement (FWA) in the University of the Philippines* dated 19 March 2024, UP Manila will conduct a month-long trial of Flexible Work Arrangement (FWA) for June 2024.

The heads of offices/units/supervisors are directed to develop an office schedule for the month to ensure continuous operation of the office from Monday to Friday, 8:00 am to 5:00 pm. The office can have different work arrangements per employee to identify the most appropriate and efficient work schedule and at the same time consider the welfare of the employee (link: <https://bit.ly/CAD-FWAJune2024>)

- a) 4 days onsite + 1 day Work from Home (WFH).
- b) 4 days onsite x 10 hours compressed work schedule.
- c) 5 days onsite x 8 hours work.

In case there will be holidays or an announced work suspension within the week, regular office days/hours will resume.

Positions that require being physically present in performing tasks shall not avail the 4 days onsite + 1 day WFH arrangement. Any deviation from the scheduled work arrangement shall be considered a leave of absence.

We will send out evaluation forms for feedback during the last week of the trial period.

For your guidance.


JOHANNA PATRICIA A. CAÑAL, MD, MHA, MSc
Vice Chancellor for Administration and Finance