

INTEROFFICE MEMORANDUM

OVCSA-IM-2026-020

24 March 2026

TO: DILIMAN LEARNING RESOURCE CENTER
OFFICE FOR STUDENT ETHICS
OFFICE OF COUNSELING AND GUIDANCE
OFFICE OF SCHOLARSHIPS AND GRANTS
OFFICE OF STUDENT HOUSING
OFFICE OF STUDENT PROJECTS AND ACTIVITIES
UNIVERSITY FOOD SERVICE

FROM: 
JOSE CARLO G. DE PANO, Ph.D.
Vice Chancellor for Student Affairs

SUBJECT: Work Arrangements for the Office of the Vice Chancellor for Student Affairs Cluster

In accordance with [Memorandum No. ECLV-26-013 on the "UP Diliman's Initial Response to the Crisis Brought About by Iran War,"](#) the Office of the Vice Chancellor for Student Affairs (OVCSA) will be implementing flexible work arrangements (FWAs) to conserve energy resources effective immediately.

1. All OVCSA units will observe one (1) common work-from-home (WFH) day and four (4) in-person work days every week. The default WFH day is either Monday or Friday, depending on events and activities of the OVCSA cluster and of the University. The WFH schedule shall be determined and issued regularly by the central office. Units currently implementing a different FWA based on previous administrative issuances/memoranda may continue with their setup, provided they observe the common WFH day, and they comply with all other relevant policies (e.g., number of allowable WFH days per week).
2. Not included in the new FWA (i.e., one common WFH day and four in-person work day) are the cafeteria and bakeshop under the University Food Service (UFS), and the student dormitories / residence halls under the Office of Student Housing (OSH), given the nature of their operations. However, their (i.e., UFS, OSH) administrative offices shall observe the abovementioned arrangement.

3. Building administrators, drivers, and other staff members performing essential functions are on call on WFH days and may be requested to report physically should the need arise.
4. Directors are enjoined to formulate energy conservation guidelines specific to their units/offices/sections.

In addition, all units are being reminded of other energy conservation measures outlined in the [Office of the President Memorandum Circular No. 114: Directing All Government Agencies and Instrumentalities to Strictly Adopt Energy Conservation Protocols \(6 March 2026\)](#).

For your compliance.

Thank you.

cc: Office of the Chancellor
 Office of the Vice Chancellor for Administration
 Office of the Vice Chancellor for Academic Affairs
 Office of the Vice Chancellor for Community Affairs
 Office of the Vice Chancellor for Planning and Development
 Office of the Vice Chancellor for Research and Development
 Human Resource Development Office