



**UNIVERSITY OF THE PHILIPPINES**  
**Quezon City**

**OFFICE OF THE PRESIDENT**

27 March 2020

MEMORANDUM NO. TJH 2020-16

FOR : Chancellors  
Director, UP PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration  
Accounting Office Directors/ Heads  
HRDO Directors/ Heads  
Heads of Units/ Offices, System Administration

cc : *Vice Presidents and Secretary of the University*

SUBJECT : **Guidelines on the Release of the Emergency Allowance**

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With the unexpected and difficult time the COVID-19 pandemic has brought upon the nation, the University has been looking into additional measures<sup>1</sup> that can provide immediate economic relief to its personnel, who despite the circumstances continue to serve the University and the people. In line with this, the release of an Emergency Allowance in the amount of PhP5,000.00 each, not only to the regular employees, but also to the Contract of Service (COS) and Job Order (JO) workers, and Professors Emeriti, is hereby authorized.

**1. COVERAGE**

- 1.1 All UP faculty, REPS and administrative staff, whether regular, permanent, temporary, UP contractual/casual or substitute; Contract of Service (COS) and Job Order (JO) workers (rendering full-time service); and Professors Emeriti, who are in active service as of 17 March 2020 when the Enhanced Community Quarantine in Luzon took effect and which set precedence to LGU-initiated community quarantine in various areas in Visayas and Mindanao.
- 1.2 Project-based personnel may also be granted the emergency allowance, if funds are provided in the budget of the projects, and if they have complied with the service requirement stated in Section 1.1.


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<sup>1</sup> As mentioned in the letter to the UP Community re: Administrative Matters dated 23 March 2020 of UP President Danilo L. Concepcion; and Memo No. NGY 20-51 re: Updates on the Schedule of the Release of Salaries and Benefits dated 23 March 2020

## **2. SOURCE OF FUNDS AND DATE OF PAYMENT**

The CUs shall submit to OVPA the data on the headcount of covered personnel and the corresponding budgetary requirement on or before 31 March 2020 (Tuesday) using the attached template. This will be used as the basis for the subsequent release of funds. Any recipient found to be not qualified for the grant of the Emergency Allowance shall refund its full amount.

Payment of the Emergency Allowance shall be sourced from the UPSA Reprogrammed Funds from prior years' unexpended balances (GF), which shall be made not earlier than 03 April 2020.



**TEODORO J. HERBOSA, M.D.**  
Executive Vice President  
*By Authority of the President*

Attachment: Template - Budgetary Requirement for the Grant of the Emergency Allowance  
(Sheets A and B)