



18 January 2021

OUR Memorandum No. MVPLO 2021-01

To: **Deans, Directors, and Heads of Unit**

A handwritten signature in blue ink, appearing to read 'M. Lusung-Oyzon'.

From: **MARIA VANESSA P. LUSUNG-OYZON, PhD**
University Registrar

Subject: **NOTICE OF TEMPORARY OFFICE CLOSURE DUE TO MASS TESTING**

Pursuant to the Office of the Chancellor's Memorandum Number FRN-20-083 regarding the Mass Testing for SARS CoV2, the Cluster Offices under the UP Diliman Office of the University Registrar will be closed from Friday, 22 January 2021 until Monday, 25 January 2021.

All personnel will undergo swabbing on Friday, 22 January 2021 and are not allowed to physically report for work until the result of the swab test is released and cleared by the University Health Service. Everyone will be on a Work From Home arrangement during the said period. All transactions shall be made via email.

You may send your email inquiry to the following OUR Sections:

Admission concerns - admission.our@upd.edu.ph

Registration and Clearance concerns - rcs_our.updiliman@up.edu.ph

Records concerns - records.our@upd.edu.ph

Student Evaluation concerns - ses_our.updiliman@up.edu.ph

Transcript of Records (TOR) concerns - transcript@upd.edu.ph / torschief.ourdiliman@up.edu.ph

Administrative concerns - admin.our@upd.edu.ph

Academic Information System and CRS concerns - support@crs.upd.edu.ph

UC Secretariat concerns - pucss_our.updiliman@up.edu.ph

One Stop Student Desk concerns - onestop.our@upd.edu.ph

Should you encounter any error in sending your email to any of the email addresses above, please forward your email to our.diliman@up.edu.ph

Thank you for your kind understanding.