



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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27 March 2026

MEMORANDUM RQB 2026-04

TO: ALL CONCERNED

FROM: ROWENA  QUINTO-BAILON, PhD  
University Registrar

SUBJECT: Adoption of Hybrid Work Arrangement for the Office of the University Registrar Effective April 2026

Pursuant to Joint OVPA-OVPAA Memorandum 2026-01 and ECLV Memorandum 26-013, the Office of the University Registrar (OUR) shall implement a hybrid work arrangement, comprising a Compressed Workweek and Work-From-Home (WFH) modalities, commencing April 2026.

The revised operating hours shall be 7:30 a.m. to 6:00 P.M., Monday thru Thursday. Friday shall serve as the designated non-onsite-work day. In instances where a regular holiday occurs within the week, said holiday shall supersede Friday as the non-onsite-work day for that week. During such weeks, the OUR shall observe the standard schedule of 8:00 a.m. to 5:00 p.m. (eight hours per day).

Stakeholders are kindly requested to schedule onsite visits in accordance with this arrangement.

The OUR appreciates your cooperation and understanding.

cc:OVCAA  
Deans