



UNIVERSITY OF THE PHILIPPINES  
Quezon City

OFFICE OF THE PRESIDENT

14 April 2020

MEMORANDUM NO. TJH 2020-19

To : Chancellors  
PGH Director

cc : *Vice Presidents*


SUBJECT : **Guidelines for Coordinated Information Management and IT-related Efforts amid COVID-19 Pandemic**

---

The placement of almost all provinces in the country under community quarantine because of COVID-19 has resulted to skeletal workforce and work from home arrangements in all UP units. In order to efficiently manage the information and IT efforts of the University even under community quarantine, the following guidelines must be observed by all CUs:

1. UP Systemwide's repository of all COVID-19 related information will be managed by the Office of the Vice President for Public Affairs (OVPPA). Other means of releasing announcements must come only after the OVPPA has posted the information on UP COVID-19 update page.
2. All websites of the CUs must mirror the UP COVID-19 update page of the OVPPA (<https://www.up.edu.ph/covid-19-updates/>).
3. All COVID-19-related information must be reported to the OVPPA using the attached form.
4. A standard nomenclature in naming CU's COVID-19 response team must be observed - start with the CU name followed by "COVID-19..." (e.g. UPSA COVID-19 Task Force).
5. All IT-related efforts of the CUs must be coordinated with the UP Information Technology Development Center (UP ITDC) under the Office of the Vice President for Development (OVPD) for convergence and collaboration, if needed. Please refer to Administrative Order No. PDLA 20-04 on Supervising Authority of VPs over corresponding VCs issued on 11 February 2020.

Please be guided accordingly.

  
**TEODORO J. HERBOSA**  
Executive Vice President  
*By authority of the President*

Attachment: OVPPA template form for reporting COVID-19-related information

**CU-involvement in COVID-19-Related Research/Technology/Extension Activities**

No.	CU	Initiative (Name/Title of Initiative)	Description (Short description)	Source/ Link/s:	Spearheaded by	Details (e.g., picture)	Other information (e.g., social media links, links to media releases/features, more description)

**CU-involvement in COVID-19-Related Research/Technology in the Development or Call for Donation Stages**

No.	CU	Initiative (Name/Title of Initiative)	Description (Short description)	Source/ Link/s:	Spearheaded by	Details (e.g., picture)	Other information (e.g., social media links, links to media releases/features, more description)

**CU-involvement in COVID19-Related Coping Mechanisms (for students, faculty, researchers, staff, and community/residents)**

No.	CU	Initiative (Name/Title of Initiative)	Description (Short description)	Source/ Link/s:	Spearheaded by	Details (e.g., picture)	Other information (e.g., social media links, links to media releases/features, more description)