



University of the Philippines

OFFICE OF THE PRESIDENT

5 March 2021

**MEMORANDUM NO. TJH 21-06**

FOR : The Vice Presidents  
Secretary of the University

SUBJECT: **IMPLEMENTATION AND USE OF WORK MANAGEMENT SYSTEM (WMS)**

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In order to efficiently assign and manage tasks of personnel, the offices and units under the UP System shall adopt a work management system (WMS) effective Monday, 05 April 2021.

The WMS shall be implemented through Microsoft Teams (MS Teams), an online platform which is included in the Office 365 Suite provided to all UP personnel for free.

All offices/units under the UP System must implement the WMS to cover all existing and future work assignments of personnel.

Resources on how to implement and use the WMS are available through this link-  
<https://itdc.up.edu.ph/services/microsoft-teams-and-planner-for-up>

Moreover, you may also coordinate with the Office of the Vice President for Development - Information Technology Development Center (OVPD-ITDC) for technical assistance and for the training that you may need in connection to the implementation and use of the WMS.

For strict implementation and compliance.

A handwritten signature in blue ink, appearing to read "Teodoro J. Herbosa".

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