



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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03 September 2020

MEMORANDUM NO. NGY 20 – 129

TO : Chancellors
Director, UP-PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads

SUBJECT : **Reiteration of the Use of UP Mail (@up.edu.ph)**

As we aim to maximize the work resources readily available to us, such as our e-mail service, and at the same time, promote efficiency and professionalism, we are reiterating the use of UP Mail (@up.edu.ph) in all official communications by all University officials, employees, as well as individuals engaged through Contract of Service (COS)/Job Order (JO), in accordance with a previous issuance¹:

UP email address shall be used in official communications, with the standard disclaimers

Given the current situation due to the COVID-19 pandemic, we are increasingly going online to ensure the continuity of our functions and services. Hence, we are emphasizing the use of the UP Mail not only as a basic tool that is crucial in enabling our day-to-day communication, coordination, and even offering and availing of transactions/services, but more importantly, in keeping the security and confidentiality of our correspondence and standardizing the e-mail service used in the University.

For assistance regarding UP Mail accounts (e.g. creation, password reset), personnel may coordinate with their respective CU HRDOs and IT Offices. Additional information on UP Mail, including how to request the creation of an office/ unit UP Mail account is also available at <https://itdc.up.edu.ph/uis/the-up-mail>.

For your guidance and compliance.


NESTOR G. YUNQUE
Vice President for Administration

cc: Office of the President
Office of the Vice President for Development

¹ Administrative Order No. PAEP 16-28 dated 25 May 2016: Use of Official UP Email and Online Release of Service Records, Travel Order, Employment Certification, and Other HR Certificates