



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

29 June 2020

MEMORANDUM NO. CCDP 2020-101

TO : Deans, Directors, and Heads of Units and Offices

SUBJECT : Mandatory use of the UP Manila Bayanihan Na! Employee Symptoms Tracking System (BESTS) Application

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Pursuant to Memorandum No. CCDP-2020-097, the National Telehealth Center developed the UP Manila Bayanihan Na! Employee Symptoms Tracking System (BESTS), a web-based application designed to help monitor and keep track of the health status of UP Manila employees during the COVID-19 pandemic.

Effective July 1, 2020 ALL UP Manila and PGH employees, whether working from home or onsite as part of the skeleton staff workforce, are required to register and use the BESTS application. Everyday thereafter, employees are required to log their temperature, and self-assessed symptoms using the BESTS application.

If the employee records a temperature of  $\geq 37.8$  Celsius, has any other symptoms as listed in the app, and/or has answered "Yes" to possible exposure to a COVID-positive individual, the employee is instructed to refrain from going to work. The immediate supervisors of all such employees shall automatically be alerted by the BESTS application via an email notification and/ or smartphone notification. The supervisors will be the ones in charge of advising their employees to consult with the UP Manila Health Service/PGH HICU through UP-PGH **Bayanihan Na! Operations Center (BNOC) hotline at 155-200.**

Further, ALL reporting UP Manila and PGH employees are reminded to follow the four (4) pillars to help mitigate disease transmission, as per the guidelines set forth by the Memorandum No. CCDP-2020-097 issued last 17 May 2020:

1. Wearing face masks is mandatory, at all times.
2. Physical distancing in the office should be practiced. Outsiders/visitors should be entertained at the building entrance. They should not be allowed to enter the building premises/offices.
3. Frequent hand washing and personal hygiene should be done; further, refrain from touching surfaces and your face.

4. A symptom check should be done by the individual. An employee who has any of the following: cough, colds, fever, diarrhea, loss of taste or smell, or flu-like symptoms should NOT REPORT TO WORK and advise her/his immediate supervisor of his/her circumstance (using BESTS apps).

To use the BESTS app:

1. The employee (user) opens a preferred web browser through a personal computer or smartphone and visits this link: <https://bests.upm.edu.ph>.
2. Upon initial access, the user registers using his/her email UP email address to create the account needed. The account created is verified by the employee's supervisor.
3. Registered account allows the user to enter and record his/her symptoms using BESTS. The user can encode data while pending verification.

Guide on the use of the BESTS for all employees may be downloaded in this link: <https://tinyurl.com/upmbestsuserguide>.

For questions or system issues regarding the BESTS (<https://bests.upm.edu.ph>), please contact Dr. Raymond Francis Sarmiento, Director of the National Telehealth Center at [rrsarmiento@up.edu.ph](mailto:rrsarmiento@up.edu.ph). For any questions related to the processing of your personal information using BESTS, please contact the UP Manila Data Privacy Officer through [dpo.upmanila@up.edu.ph](mailto:dpo.upmanila@up.edu.ph) or telephone number (+632) 8-509-1003.



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