

May 3, 2021

MEMORANDUM

**TO : KRISTINE P. LASAC
AUBREY KATREENA L. RAMOS
Technical Services Division**

FROM : OFFICE OF THE OIC-DIRECTOR

**SUBJECT : ADDENDUM TO ALTERNATIVE WORK ARRANGEMENT
(AWA) FOR MAY 17, 2021 TO JUNE 30, 2021 (TWO-WEEK
WORK ONSITE ROTATION)**

In the interest of service and in view of Office-Memorandum issued last March 30, 2021, the two new employees under the Technical Services Division are enjoined to follow the Two-week rotation scheme schedule as seen in Annex A.

In this regard, their Division Chief must ensure that their deliverables on WFH arrangements during the said period are agreed upon and its accomplishments monitored. They are also reminded to make themselves available in all forms of communication whether through phone, electronic mail, messaging and other means of communication.

Furthermore, they are reminded on the strict compliance to the assigned on-site work schedule. Failure to comply with the assigned on-site work schedule will not be compensated. Moreover, the rules on absences during holiday pay shall apply wherein the employee should be present before and after the holiday for COS personnel. If an employee fails to comply due to health issues, he should immediately notify the respective Division Chief for endorsement to the BAFS Health Protocol Officers for validation.

This order shall take effect on May 17, 2021.

For guidance and strict compliance.


MYER G. MULA, Ph. D





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Annex A.
WORK SCHEDULE (TWO-WEEK WORK ONSITE ROTATION)

Period(s) Covered	:	May 17,2021 to June 30, 2021
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Division: Technical Services

Batch Number	Names	Period Covered
1	Kristine P. Lasac	<ul style="list-style-type: none">• May 24- June 04, 2021• June 21- 30, 2021
2	Aubrey Katreena L. Ramos	<ul style="list-style-type: none">• May 17- 21, 2021• June 7- 18, 2021



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