



August 16, 2021

## MEMORANDUM

**TO :** JOSHUA G. VILLANUEVA  
JOSHUA P. ABEL  
Standards Development Division

**ANGELO N. CUSTODIO**  
**RYAN G. MOLATO**  
**ELPIDIO J. LOBOS**  
Building Maintenance Officers

**FROM :** OFFICE OF THE OIC-DIRECTOR

**SUBJECT :** ADDENDUM TO THE 30% ON-SITE ROTATION AS  
ALTERNATIVE WORK ARRANGEMENT (AWA)

In the exigency of the service and in view of Office-Memorandum issued last June 25, 2021, the two new COS employees under the Standards Development Division (SDD) are enjoined to follow the 30% Work onsite rotation as Alternative Work Arrangement (AWA) as per 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 communications 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. If an employee fails to comply due to health issues, he should immediately notify their Division Chief for proper endorsement to the BAFS Health Protocol Officers for validation.

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All Building Maintenance personnel shall now report on-site on all workdays at the prescribed time effective August 17, 2021 as the office needs several maintenance works that should be addressed immediately.

Let us continue to be safe and vigilant and observe all the safety protocols that the government has issued whether in the workplace and at home.

This order shall take effect on August 17, 2021.

For guidance and strict compliance.



**MYER G. MULA, PhD**



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**Annex A**  
**30% WORK ON-SITE ROTATION**  
**ALTERNATIVE WORK ARRANGEMENT**

**Division: Standards Development Division**

NAMES	DATE
Joshua G. Villanueva Joshua P. Abel	September 13-17, 2021
	October 11-15, 2021
	November 8-12, 2021
	December 6-10, 2021