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ADM 20 21- MEMO - 11 - 24		
2021-MEMO-104-11		
Reference Numbers		

February 18, 2021

**MEMORANDUM**

**FOR : ALL BAFS EMPLOYEES**  
**FROM : OFFICE OF THE OIC-DIRECTOR**  
**SUBJECT : ALTERNATE WORK ARRANGEMENT**

In the exigency of service and pursuant to DA-A. O No. 04 s. 2021 which allows the head of offices to implement an Alternate Work Arrangement for the purposes of ensuring a safe and healthful workplace and reducing probabilities of exposing to corona virus, all employees are enjoined to follow the attached Two-Week Rotation Scheme schedule starting March 1, 2021. The employees may still use the flexi-sliding time work scheme and shall render 8 hours of work per day. Likewise, work-from-home arrangements shall be closely discussed with their respective Division Chiefs especially the reporting of accomplishment reports.

Failure to comply with the assigned work schedule will not be compensated unless a leave credit is used for permanent employees.

For everyone's guidance and compliance.

  
**MYER G. MULA, Ph.D.**  




An affiliate of  
**IFOAM**  
 ORGANICS  
 INTERNATIONAL



**Schedule of Group A Personnel**

<b>INCLUSIVE DATES</b>	<b>ON-SITE</b>	<b>WFH</b>
February 15-26, 2021		Jerilee M. Sabariaga Genesis F. Franco Marc Owell A. Ama
March 1-12, 2021	Jerilee M. Sabariaga Genesis F. Franco Marc Owell A. Ama	
March 15-26, 2021		Jerilee M. Sabariaga Genesis F. Franco Marc Owell A. Ama
March 29 – April 9, 2021	Jerilee M. Sabariaga Genesis F. Franco Marc Owell A. Ama	
April 12 – 23, 2021		Jerilee M. Sabariaga Genesis F. Franco Marc Owell A. Ama
April 26 – May 7, 2021	Jerilee M. Sabariaga Genesis F. Franco Marc Owell A. Ama	
May 10 – 21, 2021		Jerilee M. Sabariaga Genesis F. Franco Marc Owell A. Ama

**Other Matters:****Schedule of Group B Personnel**

<b>INCLUSIVE DATES</b>	<b>ON-SITE</b>	<b>WFH</b>
March 1-12, 2021	Daisy E. Melegrito Frederick C. Crisol Katheryn T. Baes Lissy Ann H. Cantillon Rowena B. Dacanay Reylen G. Escordial Jocel Anne Yamson France Earvynne Enriquez John Joshua D. Saquing Alpha Lanuza Jan Vincent DR. Tecson Georlene Orbista Farlash D. Pancho Ederlie Magdalita Froline Bernas Em Bentulan Joeve S. Calleja Ibrahim A. Racmat Vera Ysabel De la Cruz Charlie T. Palilio Jerson Raphael A. Bontogon	Rosemarie V. Calibo Rio Angelo Canaria Doreena Charlene DC. Flores Mark Paulo J. Padullon Jonathan P. Martinez Mark Brian E. Umali Kenneth Matchica Allister Budlao Mary Grace R. Mandigma Rodolfo N. Panganiban Katrina L. Maminta Alma V. Reyes Brooklyn Flores Karen Kristine A. Roscom Camille B. Baraquiel Krisha Marie Mecija Aljon Reyes Kristine Alarice Aborido Mark F. Matubang Geeza June V. Painaga Gerald E. Cammagay


	<p>May Ann Redulfa  Jenina Cusay  John Lawrence Arrogante  Gio Renzo Caballero</p>	<p>Vicente D. Limsan Jr.  Moraine E. Sumague  Jeffrey S. Garrido  Cris Venus Basas  Jael Bautista</p>
<p>March 15-26, 2021</p>	<p>Rosemarie V. Calibo  Rio Angelo Canaria  Doreena Charlene DC. Flores  Mark Paulo J. Padullon  Jonathan P. Martinez  Mark Brian E. Umali  Kenneth Matchica  Allister Budlao  Mary Grace R. Mandigma  Rodolfo N. Panganiban  Katrina L. Maminta  Alma V. Reyes  Brooklyn Flores  Karen Kristine A. Roscom  Camille B. Baraquiell  Krisha Marie Mecija  Aljon Reyes  Kristine Alarice Aborido  Mark F. Matubang  Geeza June V.Painaga  Gerald E. Cammagay  Vicente D. Limsan Jr.  Moraine E. Sumague  Jeffrey S. Garrido  Cris Venus Basas  Jael Bautista</p>	<p>Daisy E. Melegrito  Frederick C. Crisol  Katheryn T. Baes  Lissy Ann H. Cantillon  Rowena B. Dacanay  Reylen G. Escordial  Jocel Anne Yamson  France Earvynne Enriquez  John Joshua D. Saquing  Alpha Lanuza  Jan Vincent DR. Tecson  Georlene Orbista  Farlash D. Pancho  Ederlie Magdalita  Froline Bernas  Em Bentulan  Joeve S. Calleja  Ibrahim A. Racmat  Vera Ysabel De la Cruz  Charlie T. Palilio  Jerson Raphael A. Bontogon  May Ann Redulfa  Jenina Cusay  John Lawrence Arrogante  Gio Renzo Caballero</p>
<p>March 29 - April 9, 2021</p>	<p>Daisy E. Melegrito  Frederick C. Crisol  Katheryn T. Baes  Lissy Ann H. Cantillon  Rowena B. Dacanay  Reylen G. Escordial  Jocel Anne Yamson  France Earvynne Enriquez  John Joshua D. Saquing  Alpha Lanuza  Jan Vincent DR. Tecson  Georlene Orbista  Farlash D. Pancho  Ederlie Magdalita  Froline Bernas  Em Bentulan  Joeve S. Calleja  Ibrahim A. Racmat  Vera Ysabel De la Cruz  Charlie T. Palilio  Jerson Raphael A. Bontogon  May Ann Redulfa  Jenina Cusay  John Lawrence Arrogante  Gio Renzo Caballero</p>	<p>Rosemarie V. Calibo  Rio Angelo Canaria  Doreena Charlene DC. Flores  Mark Paulo J. Padullon  Jonathan P. Martinez  Mark Brian E. Umali  Kenneth Matchica  Allister Budlao  Mary Grace R. Mandigma  Rodolfo N. Panganiban  Katrina L. Maminta  Alma V. Reyes  Brooklyn Flores  Karen Kristine A. Roscom  Camille B. Baraquiell  Krisha Marie Mecija  Aljon Reyes  Kristine Alarice Aborido  Mark F. Matubang  Geeza June V.Painaga  Gerald E. Cammagay  Vicente D. Limsan Jr.  Moraine E. Sumague  Jeffrey S. Garrido  Cris Venus Basas  Jael Bautista</p>
<p>April 12 - 23, 2021</p>	<p>Rosemarie V. Calibo  Rio Angelo Canaria  Doreena Charlene DC. Flores  Mark Paulo J. Padullon</p>	<p>Daisy E. Melegrito  Frederick C. Crisol*  Katheryn T. Baes  Lissy Ann H. Cantillon</p>

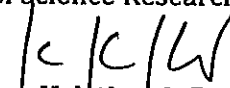
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	Jonathan P. Martinez Mark Brian E. Umali Kenneth Matchica Allister Budlao Mary Grace R. Mandigma Rodolfo N. Panganiban Katrina L. Maminta Alma V. Reyes Brooklyn Flores Karen Kristine A. Roscom Camille B. Baraquiel Krisha Marie Mecija Aljon Reyes Kristine Alarice Aborido Mark F. Matubang Geeza June V. Painaga Gerald E. Cammagay Vicente D. Limsan Jr. Moraine E. Sumague Jeffrey S. Garrido Cris Venus Basas Jael Bautista	Rowena B. Dacanay Reylen G. Escordial Jocel Anne Yamson France Earvynne Enriquez John Joshua D. Saquing Alpha Lanuza Jan Vincent DR. Tecson Georlene Orbista Farlash D. Pancho Ederlie Magdalita Froline Bernas Em Bentulan Joeve S. Calleja Ibrahim A. Racmat Vera Ysabel De la Cruz Charlie T. Palilio Jerson Raphael A. Bontogon May Ann Redulfa Jenina Cusay John Lawrence Arrogante Gio Renzo Caballero
April 26 - May 7, 2021	Daisy E. Melegrito Frederick C. Crisol Katheryn T. Baes Lissy Ann H. Cantillon Rowena B. Dacanay Reylen G. Escordial Jocel Anne Yamson France Earvynne Enriquez John Joshua D. Saquing Alpha Lanuza Jan Vincent DR. Tecson Georlene Orbista Farlash D. Pancho Ederlie Magdalita Froline Bernas Em Bentulan Joeve S. Calleja Ibrahim A. Racmat Vera Ysabel De la Cruz Charlie T. Palilio Jerson Raphael A. Bontogon May Ann Redulfa Jenina Cusay John Lawrence Arrogante Gio Renzo Caballero	Rosemarie V. Calibo Rio Angelo Canaria Doreena Charlene DC. Flores Mark Paulo J. Padullon Jonathan P. Martinez Mark Brian E. Umali Kenneth Matchica Allister Budlao Mary Grace R. Mandigma Rodolfo N. Panganiban Katrina L. Maminta Alma V. Reyes Brooklyn Flores Karen Kristine A. Roscom Camille B. Baraquiel Krisha Marie Mecija Aljon Reyes Kristine Alarice Aborido Mark F. Matubang Geeza June V. Painaga Gerald E. Cammagay Vicente D. Limsan Jr. Moraine E. Sumague Jeffrey S. Garrido Cris Venus Basas Jael Bautista
May 10 - 21, 2021	Rosemarie V. Calibo Rio Angelo Canaria Doreena Charlene DC. Flores Mark Paulo J. Padullon Jonathan P. Martinez Mark Brian E. Umali Kenneth Matchica Allister Budlao Mary Grace R. Mandigma Rodolfo N. Panganiban Katrina L. Maminta Alma V. Reyes Brooklyn Flores	Daisy E. Melegrito Frederick C. Crisol Katheryn T. Baes Lissy Ann H. Cantillon Rowena B. Dacanay Reylen G. Escordial Jocel Anne Yamson France Earvynne Enriquez John Joshua D. Saquing Alpha Lanuza Jan Vincent DR. Tecson Georlene Orbista Farlash D. Pancho

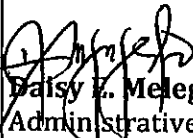
	Karen Kristine A. Roscom Camille B. Baraquiel Krisha Marie Mecija Aljon Reyes Kristine Alarice Aborido Mark F. Matubang Geeza June V. Painaga Gerald E. Cammagay Vicente D. Limsan Jr. Moraine E. Sumague Jeffrey S. Garrido Cris Venus Basas Jael Bautista	Ederlie Magdalita Froline Bernas Em Bentulan Joeve S. Calleja Ibrahim A. Racmat Vera Ysabel De la Cruz Charlie T. Palilio Jerson Raphael A. Bontogon May Ann Redulfa Jenina Cusay John Lawrence Arrogante Gio Renzo Caballero
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Recommended by:

  
**Mary Grace R. Mandigma**  
 Assistant Director  
 Chief Science Research Specialist, TSD

  
**Karen Kristine A. Roscom**  
 Chief Science Research Specialist

  
**Joeve S. Calleja**  
 Chief Science Research Specialist

  
**Daisy E. Melegrito**  
 Administrative Officer V

Approved by:   
**Myer G. Mula Ph.D**  
 OIC - Director, BAFS

Date: February 17, 2021