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March 30, 2021

## MEMORANDUM

**TO : ALL BAFS EMPLOYEES**

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

**SUBJECT : ALTERNATIVE WORK ARRANGEMENT (AWA) FOR APRIL 5, 2021 TO JUNE 30, 2021 (TWO-WEEK WORK ONSITE ROTATION)**

In the interest of service and in view of the increasing number of COVID 19 cases in the National Capital Region (NCR) and other nearby provinces, the Bureau of Agriculture and Fisheries Standards is hereby reiterating DA-A.O. No. 04 s. 2021 which allows the head of offices to implement an Alternate Work Arrangement (AWA). The Bureau is hereby adopting the two-week work onsite rotation to ensure a safe and healthy workplace for its personnel and to reduce the probabilities of employee exposure to COVID-19 virus.

All employees shall follow the attached two-week work onsite rotation scheme and shall render 8 hours of work per day. The personnel may still use the flexi-sliding scheme schedule. Furthermore, work-from-home (WFH) personnel shall ensure that their deliverables are discussed with their respective division chiefs and their accomplishment reports are submitted following the format and frequency as provided for in previous Memo.

The division chiefs and unit heads shall also make themselves available on all online meetings and may be called to render service during their two-week WFH schedules whenever necessary. Everyone is also reminded to make themselves available in all forms of communication (online, messenger and email) at all times during their WFH schedules.

All previous Orders inconsistent herewith are deemed revoked. This Order shall take effect on April 5, 2021 and shall remain in force until revoked in writing.

For guidance and strict compliance.

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

105872041



**Annex A.**  
**WORK SCHEDULE (2-WEEK WORK ONSITE ROTATION)**

**Period(s) Covered** : April 5, 2021, to June 30, 2021

**Legend** : The person with a tick mark (\*) indicates that he/she will be the Office-in-Charge for the Division during that period.

**Division: Office of the Director/Administrative Support Services/Planning Unit/Information Unit**

Batch Number	Names	Period Covered
1	Daisy E. Melegrito*, Administrative Officer V	<ul style="list-style-type: none"> <li>• April 05 - 09, 2021</li> <li>• April 26 - May 7, 2021</li> <li>• May 24 - June 04, 2021</li> <li>• June 21 - 30, 2021</li> </ul>
	Frederick C. Crisol	
	Katherine T. Baes	
	Lissy Ann H. Cantillon	
	Rowena B. Dacanay	
	Reylen G. Escordial	
	Jocel Ann C. Yamson	
	France Earvynne R. Enriquez	
	John Joshua D. Saquing	
	Aron Gentolia	

	Genesis F. Franco	
	Ryan G. Molato	
2	Rosemarie V. Calibo*, Information Officer III	<ul style="list-style-type: none"> <li>• April 12 - 23, 2021</li> <li>• May 10 - 21, 2021</li> <li>• June 7 - June 18, 2021</li> </ul>
	Rio Angelo Canaria	
	Doreena Charlene DC. Flores	
	Mark Paulo J. Padullon	
	Jonathan P. Martinez	
	Mark Brian E. Umali	
	Kenneth A. Matchica	
	Allister F. Budlao	
	Jonhay Z. Isip	
	Ricky B. Mangalindan	
	Elpidio J. Lobos	

**Division: Standards Development Division**

Batch Number	Names	Period Covered
1	Farlash D. Pancho*, Senior Science Research Specialist	<ul style="list-style-type: none"> <li>• April 05 - 09, 2021</li> <li>• April 26 - May 7,</li> </ul>

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	Ederlie L. Magdalita	2021 <ul style="list-style-type: none"> <li>• May 24 - June 04, 2021</li> <li>• June 21 - 30, 2021</li> </ul>
	Froline M. Bernas	
	Em Bentulan	
	Dominique S. Salcedo	
2	Karen Kristine A. Roscom*, Chief Science Research Specialist	<ul style="list-style-type: none"> <li>• April 12 - 23, 2021</li> <li>• May 10 - 21, 2021</li> <li>• June 7 - June 18, 2021</li> </ul>
	Camille B. Baraquiel	
	Krishha Marie L. Mecija	
	Aljon S. Reyes	
	Kristel Alarice R. Aborido	
	Timothy Justine V. Regalado	

**Division: Technical Services Division**

Batch Number	Names	Period Covered
1	Alpha M. Lanuza*, Senior Science Research Specialist	<ul style="list-style-type: none"> <li>• April 05 - 09, 2021</li> <li>• April 26 - May 7, 2021</li> <li>• May 24 - June 04, 2021</li> <li>• June 21 - 30, 2021</li> </ul>
	Jan Vincent DR. Tecson	
	Georlene P. Orbista	
	Chester G. Benavidez	
2	Mary Grace R. Mandigma*, Assistant Director and concurrent Chief Science Research Specialist	<ul style="list-style-type: none"> <li>• April 12 - 23, 2021</li> <li>• May 10 - 21, 2021</li> <li>• June 7 - June 18,</li> </ul>

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	Rodolfo N. Panganiban	2021
	Katrina L. Maminta	
	Alma V. Reyes	
	Brooklyn Flores	

### Division: Laboratory Services Division

Batch Number	Names	Period Covered
1	Jerilee M. Sabariaga*, Senior Science Research Specialist	<ul style="list-style-type: none"> <li>• April 05 - 09, 2021</li> <li>• April 26 - May 7, 2021</li> <li>• May 24 - June 04, 2021</li> <li>• June 21 - 30, 2021</li> </ul>
	Melissa L. Astillero	
	Angelo N. Custodio	
2	Edna Lyn C. Floresca*, Chief Science Research Specialist	<ul style="list-style-type: none"> <li>• April 12 - 23, 2021,</li> <li>• May 10 - 21, 2021,</li> <li>• June 7 - June 18, 2021</li> </ul>
	Zaireen B. Cleofe	
	Kriszia Ann U. Decena	

### Division: Organic Agriculture Division

Batch Number	Names	Period Covered
1	Mark F. Matubang*, Supervising Science Research Specialist	<ul style="list-style-type: none"> <li>• April 05 - 09, 2021,</li> <li>• April 26 - May 7, 2021,</li> <li>• May 24 - June 04, 2021</li> <li>• June 21 - 30, 2021</li> </ul>
	Jeffrey S. Garrido	
	Vera Ysabel V. De la Cruz	



	Gerald E. Cammagay	
	Jerson Raphael A. Bontogon	
	May Ann B. Redulfa	
	Jenina B. Cusay	
	John Lawrence A. Arrogante	
	Vicente D. Limsan Jr.	
	Marc Owell A. Ama	
<b>2</b>	Joeve S. Calleja*, Chief Science Research Specialist	<ul style="list-style-type: none"> <li>• April 12 - 23, 2021,</li> <li>• May 10 - 21, 2021,</li> <li>• June 7 - June 18, 2021</li> </ul>
	Geeza June V. Painaga	
	Charlie T. Palilio	
	Gio Renzo M. Caballero	
	Moraine E. Sumague	
	Ibrahim A. Racmat	
	Cris Venus F. Basas	
	Jay El E. Bautista	
	Anna Dominique V. Cadsawan	



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