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April 21, 2021

MEMORANDUM

FOR : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE OIC-DIRECTOR

**SUBJECT : REITERATION OF COMPLIANCE TO THE APPROVED
ON-SITE WORK SCHEDULE**

This is to reiterate the **strict compliance** to the assigned on-site work schedule which was earlier approved by the undersigned.

Failure to comply with the assigned on-site work schedule will not be compensated for the COS employees while a Leave of Absence shall be filed for permanent employees. Furthermore, 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 failed to comply due to issues related to health, they should immediately notify their respective Division Chiefs for endorsement to the health protocol officers of this Office for validation.

Please be guided accordingly and for strict compliance.


MYER G. MULA, Ph. D
RVC
2021/04/21

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