



17 November 2021

MEMORANDUM

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE DIRECTOR

SUBJECT : IMPLEMENTATION OF 100% ON-SITE REPORTING AT THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (BAFS)

In compliance with the Administrative Order No. 29 dated November 17, 2021, the Bureau is hereby adopting the implementation of 100% workforce reporting on-site effective November 17, 2021 with the following guidelines:

GUIDELINES	REMARKS
1. Work Arrangements	<ul style="list-style-type: none"> All permanent employees of the Bureau shall comply with the Civil Service Commission (CSC) Memorandum Circular No. 25, s. 2019 or the Revised Guidelines on Flexible Working Hours in the Government, except for Monday (8:00AM - 5:00PM). The sliding flexi-time granted to the contract of service (COS) personnel during the time of Enhance Community Quarantine (or pandemic) is hereby lifted. Thus, COS employees are hereby instructed to observe the usual daily office hours from 8:00 AM to 5:00 PM The tardiness, undertime and absences shall be deducted from the leave credits of the permanent employees while for COS personnel, deductions shall be made from their salaries. Work arrangement for employees with serious commodities as certified by a physician may be treated on a case to case basis upon the recommendation of their immediate supervisor and endorsement of the Chairperson of the Service Continuity and Planning Management Team (SCPMT) for the approval of the Secretary.

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<p>2. Observation of the minimum health protocols</p>	<ul style="list-style-type: none"> • The minimum health protocols such as: wearing of facemask and face shield, frequent hand washing, and social distancing shall be strictly observed. • Employees experiencing COVID-like symptoms shall follow the procedures enumerated in the Office Order dated November 10, 2020.
<p>3. Protocol on unvaccinated employees</p>	<ul style="list-style-type: none"> • Unvaccinated employees shall be required to submit negative RT-PCR test results for COVID-19 every Monday of the week before being accepted to report to their respective division; • The cost of RT-PCR shall be shouldered by the concerned employee.
<p>4. Use of BAFS Dormitory</p>	<ul style="list-style-type: none"> • Employees who will avail of the BAFS dormitory are hereby instructed to strictly follow the protocols stipulated in the Memorandum dated October 21, 2021. • Employees accommodated at the BAFS dormitory experiencing any COVID-like symptoms shall immediately report to the Health and Safety Officer (HSO)
<p>5. Service Vehicle Schedule</p>	<ul style="list-style-type: none"> • Employees who are to be fetched by the drivers shall strictly observe the pick-up location and time to avoid delays and inconvenience to other passengers. • Refer to Annex A.

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.

The provision regarding work arrangements (schedule) provided the memorandum dated October 21, 2021 (*Revised 30% Work Onsite Rotation as Alternative Working Arrangement (AWA) at the Bureau of Agriculture and Fisheries Standards from October 18, 2021 Until Further Notice*) is hereby repealed. The provisions not affected thereby shall remain valid and subsisting.

This Order shall remain in force until revoked in writing.

For guidance and strict compliance.

VIVENCIO R. MAMARIL, Ph.D.
 Director IV
[Signature]
 15 Oct 2021

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**ANNEX A
SERVICE VEHICLE SCHEDULE**

A. COMMONWEALTH / FAIRVIEW

Personnel	Time	Driver	Vehicle
1. Jovee Calleja 2. Ibrahim Racmat 3. Reylen Escordial 4. Ryan Molato 5. Ederlie Magdalita 6. Brooklyn Flores 7. Kriszia Ann Decena 8. Abraham Perez III 9. Marleth Temporal	5:30 AM to 6:00 AM (From BAFS)	Mr. Larry Yumang	IVan

B. QUEZON AVENUE

Personnel	Time	Driver	Vehicle
1. May Ann Redulfa 2. Katheryn Baes 3. Jonhay Isip 4. Kristel Aborido 5. Rodolfo Panganiban 6. Joshua Villanueva	6:00 AM to 6:30 AM (From BAFS)	Mr. Rachel Franco	Crosswind 1

C. VISAYAS AVENUE, PROJECT 6 and OTHER END POINTS

Personnel	Time	Driver	Vehicle
1. Stephanie Bulanadi 2. Justine Timothy Regalado 3. Dominique Salcedo 4. Elpidio Lobos 5. Cris Venus Basas	6:00 AM to 6:30 AM (From BAFS)	Mr. Ronaldo Badillo	Innova
6. Mark Matubang 7. Jay El Bautista 8. Vicente Limsan Jr. 9. Marc Owell Ama 10. Jerson Raphael Bontogon 11. Geeza June Painaga	7:30: AM – 8:00 AM (From BAFS)	Mr. Ronaldo Badillo	Innova

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Handwritten signature/initials

D. MARIKINA/PASAY/BICUTAN AND OTHER END POINTS

Personnel	Time	Driver	Vehicle
1. Rosemarie Calibo 2. Rowena Dacanay 3. Allister Budlao 4. Jocel Yamson 5. Clarisse Jill Guevara	5:30 AM to 6:00 AM (From BAFS)	Mr. Roniel Bayanay	Crosswind 2

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DEPARTMENT OF AGRICULTURE
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ADMINISTRATIVE ORDER

No. 29

Series of 2021

SUBJECT: IMPLEMENTATION OF 100% ON-SITE REPORTING AT THE DEPARTMENT OF AGRICULTURE (DA-CENTRAL OFFICE, BUREAUS, ATTACHED AGENCIES AND CORPORATIONS AND REGIONAL FIELD OFFICES)

World data on Covid-19 has shown global decline in total case and deaths. Likewise, reports of the Philippines Department of Health (DOH) show continuous decline in active cases nationwide and daily positivity rate. Further, the vaccination status of employees of Department of Agriculture-Central Office (DA-CO) is 97.84% or 1,142 employees are fully vaccinated as of this date.

Section 5(6) of the Guidelines on the Pilot Implementation of the Alert Level System for Covid-19 Response in the National Capital Region set a minimum limit of 50% on-site capacity and no maximum limit. Under these circumstances, the Department of Agriculture will implement a 100% on-site reporting of all its officials and employees.

- 1. WORK ARRANGEMENTS** -Work in all working days shall be 100% on-site. Work arrangement for employees with serious comorbidities as certified by a physician may be treated on a case to case basis upon the recommendation of their immediate supervisors and endorsement of the Chairperson of the Service Continuity and Planning Management Team (SCPMT) for the approval of the Secretary.
- 2. FLEXIBLE WORKING HOURS** - The previously allowed sliding flexi-time from 7:00 to 10:00 A.M. (DA AO No. 04, Series of 2021) for permanent employees shall be reverted to 7:00 A.M. to 9:00 A.M. On the other hand, personnel under Contract of Service (COS) are required to report during regular office hours of 8:00 A.M.-5:00 P.M.

Tardiness, undertime and absences shall be deducted from the leave credits of the permanent employees while for COS personnel, deductions shall be made from their salaries.

- 3. UNVACCINATED EMPLOYEES** - In compliance with the new directive of the Inter Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) dated November 15, 2021, COVID-19 vaccination shall be required for employees doing on-site work, both public and private, where there are enough supplies of COVID-19 vaccines effective December 1, 2021. However, unvaccinated employees may not be terminated but they shall be required to undergo regular RT-PCR testing or antigen tests, at their own expense. The RT-PCR/antigen negative test results must be submitted every Monday of the week before they are allowed to report to their respective offices.

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4. HEALTH PROTOCOLS - Necessary health protocols shall be observed such as wearing of face mask, frequent handwashing/sanitizing and physical distancing at all times.

This Administrative Order shall take effective immediately. Any other issuances inconsistent herewith are the deemed superseded or revoked accordingly.

Done on this 17th day of November 2021.

WILLIAM D. DAR, Ph.D.
Secretary



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