



April 29, 2021

MEMORANDUM

FOR : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE OIC-DIRECTOR

SUBJECT : IMPLEMENTATION OF SKELETON WORKFORCE FROM MAY 03 – 14, 2021

In view of the official declaration on the extension of the Modified Enhanced Community Quarantine (MECQ) in the NCR from May 01 – 14, 2021, the BAFS shall continue to adopt Skeleton Workforce (see attached Annex A) operational capacity to ensure continuity in the delivery of services to the public. The rest of the workforce will adopt Work from Home (WFH) as its Alternative Work Arrangements (AWAs).

Division Chiefs and Unit Heads must ensure that deliverables of staff on WFH arrangements during the said period are agreed upon and its accomplishments monitored. DCs and Unit Heads may be called on site to render service anytime whenever necessary. Everyone is also reminded to make themselves available in all forms of communication whether through phone, electronic mail, messaging and other means of communication.

Furthermore, everyone is 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 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.

The 50% workforce (Two-Week Work on Site Rotation) per Memorandum issued dated March 30, 2021 on AWAs shall commence on May 17, 2021.

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.

For guidance and strict compliance.


MYER G. MULA, Ph.D.
OIC-Director



**ANNEX A
SKELETAL WORKFORCE ON SITE**

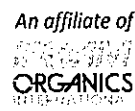
Period Covered: May 03 – 07, 2021

Names	Division
<ol style="list-style-type: none"> 1. Frederick Crisol 2. Lissy Ann Cantillon 3. Rowena B. Dacanay 4. Reylen Escordial 5. Katheryn T. Baes* 6. John Joshua D. Saquing 7. Aron Gentolia 8. Ryan G. Molato 9. France Earvynne Enriquez 10. Jocel Ann C. Yamson 11. Samuel Z. Gelilio 12. Ronaldo M. Badillo 13. Roniel V. Bayanay 14. Larry A. Yumang 	Administrative Support Services
<ol style="list-style-type: none"> 1. Mark F. Matubang 2. Gerald E. Cammagay 3. May Ann B. Redulfa 4. John Lawrence A. Arrogante 5. Vicente D. Limsan Jr. 6. Jeffrey S. Garrido 	Organic Agriculture
<ol style="list-style-type: none"> 1. Farlash D. Pancho 2. Froline M. Bernas 3. Em Bentulan 	Standards Development
<ol style="list-style-type: none"> 1. Alpha M. Lanuza 2. Georlene P. Orbista 3. Chester P. Benavidez 	Technical Services
<ol style="list-style-type: none"> 1. Edna Lynn C. Floresca 2. Melissa L. Astillero 	Laboratory Services

Period Covered: May 10 – 14, 2021

Names	Division
<ol style="list-style-type: none"> 1. Rosemarie V. Calibo 2. Kenneth A. Matchica 3. Jonathan P. Martinez 4. Rio Angelo Canaria 5. Doreena Charlene DC. Flores 6. Reylen G. Escordial* 7. Mark Paulo J. Padullon 8. Ricky B. Mangalindan 	Administrative Support Services

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Website: www.bafs.da.gov.ph



<ul style="list-style-type: none"> 9. Elpidio J. Lobos 10. Allister F. Budlao 11. Ronaldo M. Badillo 12. Samuel Z. Gelilio 13. Roniel V. Bayanay 14. Larry A. Yumang 	
<ul style="list-style-type: none"> 1. Joeve S. Calleja 2. Geeza June V. Painaga 3. Moraine M. Sumague 4. Anna Dominique V. Cadsawan 5. Jay El E. Bautista 6. Charlie T. Palilio 	Organic Agriculture
<ul style="list-style-type: none"> 1. Karen Kristine A. Roscom 2. Krisha Marie L. Mecija 3. Aljon S. Reyes 	Standards Development
<ul style="list-style-type: none"> 1. Mary Grace R. Mandigma 2. Brooklyn S. Flores 3. Alma V. Reyes 	Technical Services
<ul style="list-style-type: none"> 1. Edna Lynn C. Floresca 2. Kriszia Ann U. Decena 	Laboratory Services

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