



April 11, 2021

## MEMORANDUM

FOR : **ALL BAFS EMPLOYEES**

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

SUBJECT : **IMPLEMENTATION OF SKELETON WORKFORCE FROM APRIL  
12 - 30, 2021**

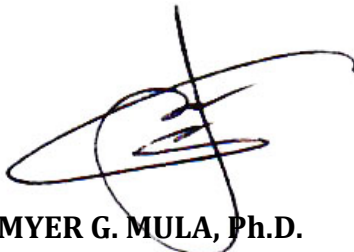
In view of the official declaration on the Modified Enhanced Community Quarantine (MECQ) in the NCR from April 12-30, 2021 per Inter-Agency Task Force (IATF) for Management of Emerging Infectious Diseases Resolution No. 109-A, s2021 dated April 10, 2021, the BAFS shall continue to adopt Skeleton Workforce (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.

The 50% workforce (Two-Week Work on Site Rotation) per Memorandum issued dated March 30, 2021 on AWAs shall commence on May 03, 2021. Furthermore, all BAFS Employees are required to be present on site on April 15, 2021 for the Annual Physical Examination (APE).

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: **April 12 - 16, 2021**

Names	Division
<ol style="list-style-type: none"> <li>1. Rosemarie V. Calibo</li> <li>2. Kenneth A. Matchica</li> <li>3. Jonathan P. Martinez</li> <li>4. Katherine T. Baes</li> <li>5. Lissy Ann H. Cantillon</li> <li>6. Reylan G. Escordial</li> <li>7. Mark Paulo J. Padullon</li> <li>8. Ricky B. Mangalindan</li> <li>9. Elpidio J. Lobos</li> <li>10. Allister F. Budlao</li> <li>11. Rachel C. Franco</li> <li>12. Ronaldo M. Badillo</li> <li>13. Samuel Z. Gelilio</li> <li>14. Roniel V. Bayanay</li> </ol>	Administrative and Support Services
<ol style="list-style-type: none"> <li>1. Mark F. Matubang</li> <li>2. Geeza June V. Painaga</li> <li>3. Moraine M. Sumague</li> <li>4. Anna Dominique V. Cadsawan</li> <li>5. Jay El E. Bautista</li> </ol>	Organic Agriculture
<ol style="list-style-type: none"> <li>1. Karen Kristine A. Roscom</li> <li>2. Krisha Marie L. Mecija</li> <li>3. Aljon S. Reyes</li> </ol>	Standards Development
<ol style="list-style-type: none"> <li>1. Mary Grace R. Mandigma</li> <li>2. Brooklyn S. Flores</li> <li>3. Alma V. Reyes</li> </ol>	Technical Services
<ol style="list-style-type: none"> <li>1. Edna Lynn C. Floresca</li> <li>2. Kriszia Ann U. Decena</li> </ol>	Laboratory Services

Period Covered: **April 19 - 23, 2021**

Names	Division
<ol style="list-style-type: none"> <li>1. Rosemarie V. Calibo</li> <li>2. Kenneth A. Matchica</li> <li>3. Frederick C. Crisol</li> <li>4. Rowena B. Dacanay</li> <li>5. Rio Angelo Canaria</li> <li>6. Doreena Charlene DC. Flores</li> <li>7. Mark Brian E. Umali</li> <li>8. Allister F. Budlao</li> <li>9. Ryan G. Molato</li> <li>10. Aron G. Gentolia</li> <li>11. Rachel C. Franco</li> <li>12. Samuel Z. Gelilio</li> <li>13. Ronaldo M. Badillo</li> <li>14. Roniel V. Bayanay</li> </ol>	Administrative and Support Services
<ol style="list-style-type: none"> <li>1. Joeve S. Calleja</li> <li>2. Ibrahim A. Racmat</li> <li>3. Gio Renzo M. Caballero</li> <li>4. Cris Venus F. Basas</li> <li>5. Charlie T. Palilio</li> </ol>	Organic Agriculture
<ol style="list-style-type: none"> <li>1. Camille B. Baraquiell</li> <li>2. Kristel Alarice R. Aborido</li> <li>3. Timothy Justine V. Regalado</li> </ol>	Standards Development

1. Mary Grace R. Mandigma 2. Katrina L. Maminta 3. Rodolfo N. Panganiban	Technical Services
1. Edna Lynn C. Floresca 2. Zaireen B. Cleofe	Laboratory Services

Period Covered: **April 26 - 30, 2021**

<b>Names</b>	<b>Division</b>
1. Daisy E. Melegrito 2. Katherine T. Baes 3. Mark Brian E. Umali 4. Mark Paulo J. Padullon 5. Jonathan P. Martinez 6. Elpidio J. Lobos 7. France Earvynne R. Enriquez 8. Jocel Anne C. Yamson 9. Jonhay Z. Isip 10. Rachel C. Franco 11. Samuel Z. Gelilio 12. Ronaldo M. Badillo 13. Roniel V. Bayanay	Administrative and Support Services
1. Mark F. Matubang 2. Gerald E. Cammagay 3. Jerson Raphael A. Bontogon 4. Jeffrey S. Garrido 5. Jenina B. Cusay	Organic Agriculture
1. Ederlie L. Magdalita 2. Dominique S. Salcedo	Standards Development
1. Mary Grace R. Mandigma 2. Alpha M. Lanuza 3. Jan Vincent DR. Tecson	Technical Services
1. Edna Lynn C. Floresca 2. Angelo N. Custodio	Laboratory Services