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April 4, 2021

## MEMORANDUM

FOR : **ALL BAFS EMPLOYEES**

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

SUBJECT : **IMPLEMENTATION OF SKELETON WORKFORCE FROM APRIL  
05 - 08, 2021**

In view of the official declaration on the extension of the Enhanced Community Quarantine (ECQ) in the NCR from April 5-11, 2021, and in compliance with the Memorandum issued by the DA-Office of the Secretary on April 3, 2021 regarding the Extension of ECQ from April 5-11, 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 staffs on a 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 April 12, 2021.

Furthermore, all DCs and Unit Heads are required to be present on site on April 12, 2021 9:00 AM for a Management Committee (MANCOM) meeting.

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**  
**April 05 - 08, 2021**

<b>Names</b>	<b>Division</b>
<ol style="list-style-type: none"> <li>1. Frederick C. Crisol</li> <li>2. Rio Angelo Canaria</li> <li>3. Doreena Charlene DC. Flores</li> <li>4. Rowena B. Dacanay</li> <li>5. Reylen G. Escordial</li> <li>6. Samuel Z. Galilio</li> <li>7. Roniel V. Bayanay</li> <li>8. Ronaldo M. Badillo</li> <li>9. Ryan G. Molato</li> </ol>	Administrative and Support Services
<ol style="list-style-type: none"> <li>1. Vera Ysabel De la Cruz</li> <li>2. John Lawrence A. Arroqante</li> <li>3. May Ann B. Redulfa</li> <li>4. Vicente D. Limsan Jr.</li> <li>5. Marc Owell A. Ama</li> </ol>	Organic Agriculture
<ol style="list-style-type: none"> <li>1. Farlash D. Pancho/Dominique S. Salcedo</li> <li>2. Froline M. Bernas</li> <li>3. Em Bentulan</li> </ol>	Standards Development
<ol style="list-style-type: none"> <li>1. Georlene P. Orbista</li> <li>2. Chester G. Benavidez</li> <li>3. Mary Grace R. Mandigma</li> </ol>	Technical Services
<ol style="list-style-type: none"> <li>1. Edna Lyn C. Floresca</li> <li>2. Angelo N. Custodio</li> </ol>	Laboratory Services