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January 2, 2022

MEMORANDUM

TO : ALL EMPLOYEES

FROM : OFFICE OF THE DIRECTOR

**SUBJECT : IMPLEMENTATION OF 60% ON-SITE REPORTING TO OFFICE
FROM JANUARY 3 – 14, 2022**

In view of placing the National Capital Region (NCR) under Alert Level 3 from January 3 to 15, 2022 following the spike of the COVID-19 cases, all employees are enjoined to follow the maximum 60% on site- reporting to the office as the Bureau's Alternative Work Arrangement (AWA) as seen in Annex A.

In this regard, their Division Chiefs must ensure that their deliverables on WFH arrangements during the said period are agreed upon and its accomplishments monitored. They are also reminded to make themselves available in all forms of communications 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. If an employee fails to comply due to health issues, he should immediately notify their Division Chief for proper endorsement to the BAFS Health Safety Protocol Officers for validation.

Let us continue to be safe and vigilant and observe all the safety protocols that the government has issued whether at the workplace or at home.

This order shall take effect on January 3, 2022, until January 14, 2022.

For guidance and strict compliance.


VIVENCIO R. MAMARIL, PhD



Annex A
60% WORK ON-SITE ROTATION
ALTERNATIVE WORK ARRANGEMENT

January 3-7, 2022	January 10-14, 2022
Administrative Support Services	
Daisy E. Melegrito* Genesis F. Franco Katheryn T. Baes Lissy Ann H. Cantillon Rowena B. Dacanay Jonathan P. Martinez Stephanie L. Bulanadi Jocel Anne C. Yamson France Earvynne R. Enriquez Mark Brian E. Umali Ricky B. Mangalindan Johnhay Z. Isip Ryan G. Molato Elpidio J. Lobos Ronaldo M. Badillo Roniel B. Bayanay Rachel G. Franco Samuel Z. Gelilio Larry A. Yumang	Frederick C. Crisol* Rosemarie V. Calibo* Rio Angelo Canaria Mark Paulo J. Padullon Josh Joshua D. Saquing Kenneth A. Matchica Allister F. Budlao Reylen G. Escordial Aron G. Gentolia Ricky B. Mangalindan Johnhay Z. Isip Ryan G. Molato Elpidio J. Lobos Ronaldo M. Badillo Roniel B. Bayanay Rachel G. Franco Samuel Z. Gelilio Larry A. Yumang
Organic Agriculture Division	
Joeve S. Calleja* Gerald E. Cammagay Ibrahim A. Racmat Vicente D. Limsan, Jr. Geeza June V. Painaga Marc Owell A. Ama John Lawrence A. Arrogante Anna Dominique V. Cadsawan Clarisse Jill R. Guevara May Ann B. Redulfa Cris Venus F. Basas	Mark F. Matubang* Ronald John L. Lamano Charlie T. Palilio Jerson Raphael A. Bontogon Jeffrey S. Garrido Moraine M. Sumague Jay El E. Bautista Jenina B. Cusay Anna Dominique V. Cadsawan May Ann B. Redulfa Cris Venus F. Basas
Standards Development Division	
Karen Kristine A. Roscom* Aljon S. Reyes Dominique S. Salcedo Timothy Justine V. Regalado Joshua G. Villanueva Ederlie L. Magdalita	John Gregory V. Aquino* Gari Pellinor U. Hernandez Camille B. Baraquiel Kristel Alarice R. Aborido Em Bentulan Joshua P. Abel



Technical Services Division	
Mary Grace R. Mandigma* Alpha M. Lanuza Katrina L. Maminta Jan Vincent DR. Tecson Abraham L. Perez III Brooklyn S. Flores	Mary Grace R. Mandigma* Jan Vincent DR. Tecson Chester G. Benavidez Kristine P. Lasac Aubrey Katreena L. Ramos Alma V. Reyes
Laboratory Services Division	
Jerilee M. Sabariaga* Melissa L. Astillero Kriszia Ann U. Decena	Edna Lynn C. Floresca* Melissa L. Astillero Zaireen B. Cleofe Angelo N. Custodio

***Officer-in-Charge**



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