



September 8, 2021

MEMORANDUM

TO : **MAY ANN B. REDULFA, OAD**
CRIS VENUS F. BASAS, OAD
ALMA V. REYES, TSD

LABORATORY SERVICES DIVISION PERSONNEL

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

SUBJECT : **WORK-ON-SITE SCHEDULES FROM SEPTEMBER 13, 2021 TO
DECEMBER 31, 2021**

In the exigency of the service, the Document Custodians of the Organic Agriculture and Technical Services Divisions, and personnel from the Laboratory Services Division are enjoined to follow their revised work-on-site schedules from September 13, 2021 to December 31, 2021.

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

All other parts of the Memorandum dated June 25, 2021, which are consistent with this Order, shall remain effective.

For guidance and strict compliance.


MYER G. MULA, Ph.D.
ME
RVC
08092021





ANNEX A
30% WORK-ON-SITE ROTATION
ALTERNATIVE WORK ARRANGEMENT

September 13 – 17, 2021	September 20 – 24, 2021	September 27 – October 1, 2021	October 4 – 8, 2021
Organic Agriculture Division			
Cris Venus F. Basas	May Ann B. Redulfa	Cris Venus F. Basas	May Ann B. Redulfa
Technical Services Division			
Alma V. Reyes			Alma V. Reyes
Laboratory Services Division			
Zaireen B. Cleofe	Jerilee M. Sabariaga	Melissa L. Astillero	Edna Lynn C. Floresca
Angelo N. Custodio	Angelo N. Custodio	Angelo N. Custodio	Kriszia Ann U. Decena

October 11 - 15, 2021	October 18 – 22, 2021	October 25 – 29, 2021	November 1 – 5, 2021
Organic Agriculture Division			
Cris Venus F. Basas	May Ann B. Redulfa	Cris Venus F. Basas	May Ann B. Redulfa
Technical Services Division			
Alma V. Reyes			Alma V. Reyes
Laboratory Services Division			
Zaireen B. Cleofe	Jerilee M. Sabariaga	Melissa L. Astillero	Edna Lynn C. Floresca
Angelo N. Custodio	Angelo N. Custodio	Angelo N. Custodio	Kriszia Ann U. Decena



November 8 - 12, 2021	November 15 - 19, 2021	November 22 - 26, 2021	November 29 - December 3, 2021
Organic Agriculture Division			
Cris Venus F. Basas	May Ann B. Redulfa	Cris Venus F. Basas	May Ann B. Redulfa
Technical Services Division			
Alma V. Reyes			Alma V. Reyes
Laboratory Services Division			
Zaireen B. Cleofe	Jerilee M. Sabariaga	Melissa L. Astillero	Edna Lynn C. Floresca
Angelo N. Custodio	Angelo N. Custodio	Angelo N. Custodio	Kriszia Ann U. Decena

December 6 - 10, 2021	December 13 - 17, 2021	December 20 - 24, 2021	December 27 - 31, 2021
Organic Agriculture Division			
Cris Venus F. Basas	May Ann B. Redulfa	Cris Venus F. Basas	May Ann B. Redulfa
Technical Services Division			
Alma V. Reyes			Alma V. Reyes
Laboratory Services Division			
Zaireen B. Cleofe	Jerilee M. Sabariaga	Melissa L. Astillero	Edna Lynn C. Floresca
Angelo N. Custodio	Angelo N. Custodio	Angelo N. Custodio	Kriszia Ann U. Decena

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