23 April 2021

Memorandum

TO : **ALL BAFS EMPLOYEES**

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

SUBJECT : **IMPLEMENTATION OF BAFS ACCESS PASS**

Relative to the continuous strict implementation of the minimum health and safety protocols within the BAFS premises, we shall implement the issuance of access pass using the template attached as Annex A.

Guidelines on the implementation of **BAFS ACCESS PASS (BAP):**

1. During workdays, personnel are allowed to stay inside the BAFS premises from 5:00 am to 7:00 pm only.
2. Personnel who will stay beyond 7:00 PM to render overtime services shall ensure that they have an approved BAP. Overtime stay in the office shall be allowed only until 9:00PM during workdays, and from 8AM to 5PM only during Saturday, Sunday or Holiday.
3. Personnel who intend to render overtime services shall file and secure the approval of their BAP with their respective Division Chief at least two days before the scheduled day of overtime.
4. The approved BAP shall be submitted to the Health and Safety Officer (HSO) at least a day before the scheduled overtime.
5. The HSO shall provide a copy of approved BAP to the security guard on duty.
6. The HSO, in coordination with the security personnel shall ensure that only employees with approved BAP are authorized to stay inside office premises during off-office hours (beyond 7:00 pm and up to 9:00PM only during workdays, from 8AM-5PM during Saturday, Sunday and Holidays).
7. The Guard on Duty shall conduct security checks to ensure that only allowed personnel with approved BAP are present in their work stations. Personnel without BAP shall be requested to leave the premises.
8. Violations of this Guideline shall be reported to the Administrative Support Services for investigation and the result shall be forwarded to the Office of the Director for appropriate action.

This guideline shall take effect on **April 27, 2021**.

For your guidance and strict compliance.

MYER G. MULA, PhD
23042021

ANNEX A

BUREAU OF AGRICULTURE AND FISHERIES STANDARDS

ACCESS PASS

Division:	
Date:	Time:
Name of Employee/s	Purpose

Approved by:	
Division Head Name and Signature	
Date:	

BPI Compound, Visayas Avenue,
Diliman, Quezon City, Philippines
Trunkline: **(632) 928-8741 to 64 *loc.* 3301-3319**
E-mail: **info.dabafs@gmail.com**
Website: **www.bafs.da.gov.ph**