



September 6, 2021

MEMORANDUM

TO : ALL BAFS PERSONNEL

FROM : OFFICE OF THE OIC-DIRECTOR

**SUBJECT : ADOPTION AND IMPLEMENTATION OF WORK
SHIFTING/FLEXIBLE (STAGGERED) WORKING HOURS FROM
SEPTEMBER 6 - 10, 2021**

Our Bureau continuously recalibrates its strategies towards ensuring service continuity while providing protection to its personnel and ensuring a safe and healthful workplace to the extent possible and as authorized under applicable laws, rules and regulations.

In view of the current situation of COVID-19 infection in the Bureau and consistent with the Civil Service Commission (CSC) Memorandum Circular 18, s. 2020, we will implement the shifting/flexible (staggered) working hours for those skeletal workforce assigned this week as per annex A. During this period, the minimum work hours in the office shall be six (6) hours, with office hours starting from 7:00 am but not later than 9:00 Am until 4:00 pm. The personnel shall remain flexible in making themselves available for work duties outside of core hours, as necessary.

Further, the following personnel availing vehicle transport service shall be guided by this time schedule:

Working Hours:

7:00 AM to 2:00 PM	9:00 AM to 4:00 PM
1. Joeve Calleja	6. Timothy Justine Regalado
2. Brooklyn Flores	7. May Ann Redulfa
3. Kriszia Ann Decena	8. Allister Budlao
4. Reylene Escordial	9. Elpidio Lobos
5. Ederlie Magdalita	

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

For guidance and compliance.

MYER G. MULA, Ph.D.
OIC Director



ANNEX A

List of Personnel	Division
1. Frederick Crisol 2. Reylen Escordial 3. Samuel Gelilio 4. Ronaldo Badillo 5. Roniel Bayanay 6. Larry Yumang 7. Rachel Franco 8. Kenneth Matchica 9. Allister Budlao 10. Rowena Dacanay 11. Aron Gentolia 12. Elpidio Lobos 13. Lissy Ann Cantillon	Office of the Director
14. Joeve Calleja 15. Charlie Palilio 16. Anna Dominique Cadsawan 17. Moraine Sumague 18. May Ann Bautista	Organic Agriculture
19. Kristel Alarice Aborido 20. Timothy Justine Regalado	Standard Development
21. Mary Grace Mandigma 22. Brooklyn Flores 23. Kristine Lasac 24. Aubrey Katreena Ramos	Technical Services
25. Edna Lynn Floresca 26. Krizsia Ann Decena	Laboratory Services

