



April 5, 2024

**OFFICE ORDER No. 12**  
*Series of 2024*

**TO : ALL DA-BAFS PERSONNEL**

**FROM : OFFICE OF THE DIRECTOR, DA-BAFS**

**SUBJECT : WORK FROM HOME ARRANGEMENT ON MONDAY, APRIL 8, 2024**

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In view of the memorandum from the Secretary dated April 5, 2024 re: Guidance on Work From Home Arrangement on April 8, 2024 which states that *declaration of work from home arrangement in all Bureaus x x x are left to the discretion of the respective Heads of Agencies*, all are hereby advised that the DA-BAFS shall adopt a work from home arrangement on April 8, 2024.

All personnel are required to submit an Accomplishment Report detailing the actual work done on the said day to the Administrative Support Services on or before April 12, 2024.

For reference and compliance.

Done this 5 th day of April 2024.

  
**KAREN KRISTINE A. ROSCOM, PFT, PhD**  
Director IV