



Page	:	1 of 15
ASS2024-00-73-22		
Reference Numbers		

May 24, 2024

OFFICE ORDER No. 22
Series of 2024

FOR : ALL DA-BAFS PERSONNEL

FROM : OFFICE OF THE DIRECTOR

SUBJECT : DA-BAFS OFFICE RULES AND REGULATIONS

I. RATIONALE

In line with the commitment of DA-BAFS to foster a productive, efficient, and harmonious work environment, the comprehensive DA-BAFS Rules and Regulations are hereby issued. These guidelines aim to:

1. foster a culture of professionalism and ethical conduct among all personnel, which is crucial in maintaining a respectable and credible office environment;
2. establish clear procedures and expectations to enhance operational efficiency and productivity, ensuring that all personnel can perform their duties effectively;
3. encourage practices that enhance accountability and transparency within the office, ensuring that all actions and decisions are made openly and responsibly.

By implementing these office rules and regulations, we aim to create a positive and conducive working environment that does not only meet statutory requirements but also promotes the overall growth and wellness of all DA-BAFS personnel. This initiative underscores our dedication to excellence, integrity, and public service.

II. LEGAL BASIS

The following are the legal basis for the office rules and regulations:

1. Malacañang Memorandum Circular No. 78, series of 1964 *Security of Classified Matter in Government Departments and Instrumentalities*



2. Republic Act No. 6713 *Code of Conduct and Ethical Standards for Public Officials and Employees*
3. Presidential Decree No. 1602 *Prescribing Stiffer Penalties on Illegal Gambling*
4. Republic Act No. 9262 *Anti-Violence Against Women and their Children Act of 2004*
5. Civil Service Commission (CSC) Memorandum Circular (MC) No. 12, series of 2005 *Use of Non-Sexist Language in All Official Documents, Communications, and Issuances*
6. Republic Act No. 9485 *Anti-Red Tape Act of 2007*
7. CSC MC No. 17, series of 2009 *Smoking Prohibition Based on 100% Smoke-Free Environment Policy*
8. DA Administrative Order No. 07, series of 2009 *Code of Conduct for the Officials and Employees of Department of Agriculture*
9. CSC MC No. 17, series of 2010 *Policy on Half-Day Absence*
10. CSC MC No. 4, series of 2011 *Policy Guidelines on the Prohibition on the Consumption of Alcoholic Beverages Among Government Officials and Employees*
11. Republic Act No. 10173 *Data Privacy Act of 2012*
13. 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)
14. 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018 (ORA OHRA)
15. Republic Act No. 11313 *Safe Spaces Act (Bawal Bastos Law)*

III. COVERAGE

These guidelines shall apply to all permanent, coterminous with the official being served (CTO), and Contract of Service (COS) personnel of the DA-BAFS.

IV. DEFINITION OF TERMS

1. **Plantilla employees** – individuals who are incumbents of plantilla positions, which include permanent and coterminous with the official being served (CTO) positions
2. **Personnel** – individuals who are holding permanent, CTO, and COS positions
3. **Gift** – thing or a right to dispose of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee. (Item c, Section 3, RA 6713)
4. **Confidential or classified information** - information and material (matter) the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interest or prestige of the nation or any government activity, or would cause administrative embarrassment or unwarranted injury to an individual or would be of advantage to a foreign nation [e.g. certain personnel records and staff matters, and matters, investigations and documents of a personal and disciplinary nature] (Office of the President, 1964). May also refer to sensitive personal information and privileged information or any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication (Republic Act [RA] 10173, *Data Privacy Act of 2012 modified*)
5. **Relatives** - persons related to a DA-BAFS personnel up to the fourth civil degree of consanguinity or affinity (RA 6713, 1989 *modified*)
6. **Homophobic remarks** - statements indicative of fear, hatred or aversion towards persons who are perceived to be or actually identify as lesbian, gay, bisexual, queer, pansexual and such other persons of diverse sexual orientation, gender identity or expression, or towards any person perceived to or actually have experienced same-sex attraction (*Philippine Commission on Women [PCW], 2021 modified*)
7. **Impropriety** - behavior that is dishonest, socially unacceptable, unsuitable or unbecoming of public officers and/or personnel (Cambridge Dictionary, *n.d. modified*)

8. **Misogynistic remarks or slurs** - statements that are indicative of the feeling of hating women or the belief that men are inherently better than women (*PCW, 2021*)
9. **Physical Violence** - acts that include bodily or physical harm (battery), causing/threatening/attempting to cause physical harm to the woman or her child or placing the woman or her child in fear of imminent physical harm (*PCW, n.d.*)
10. **Psychological Violence against Women** – acts or omissions causing or likely to cause mental or emotional suffering of the victim which includes, but is not limited to the following: controlling or restricting the woman’s or her child’s movement or conduct, threatening to or actually depriving the woman or her child of custody or access to her/his family, depriving or threatening to deprive the woman or her child of a legal right or causing mental or emotional anguish, public ridicule or humiliation to the woman or her child (e.g. repeated verbal and emotional abuse) (*PCW, n.d.*)
11. **Sexist remarks or slurs** - statements that are indicative of prejudice, stereotyping, or discrimination on the basis of sex, typically against women (*PCW, 2021*)
12. **Sexual violence against a woman or her child-** includes but is not limited to: rape, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim’s body, forcing him or her to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof, or causing or attempting to make the woman or her child to perform sexual acts (that do not constitute rape) by use of force, threats, intimidation directed against the woman, her child, or her immediate family (*PCW, n.d.*)
- 13.. **Transphobic remarks or slurs** - statements that are indicative of fear, hatred or aversion towards persons whose gender identity and/or expression do not conform with their sex assigned at birth (*PCW, 2021*)

V. OFFICE RULES AND REGULATIONS

A. Conduct

1. Ethical Standards

- a. DA-BAFS personnel shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence, and skill.

They shall serve with utmost devotion and dedication to duty and shall discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage. (Item b, Section 4, RA 6713)

- b. DA-BAFS personnel shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged.
- c. DA-BAFS personnel shall respect the rights and dignity of others with utmost and genuine courtesy, fairness, and honesty and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety, and public interest.

They shall further exemplify such behaviors through their words and deeds by being respectful and courteous to all persons regardless of employment status or rank, sexual orientation or gender identity, age, physical capacity, race, religion, national or ethnic origin, political belief, or affiliation.

- d. DA-BAFS shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except concerning appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.
- e. DA-BAFS personnel shall not discriminate or manifest, by word or conduct, bias or prejudice based on sexual orientation or gender identity, age, physical capacity, race, religion, national or ethnic origin, political belief, or affiliation.

As such, DA-BAFS personnel shall use non-sexist or gender-fair language such as using plural nouns (they/their) instead of using third-person singular pronouns (he/she) or by using "Mx." as a gender-neutral honorific.

- f. DA-BAFS personnel shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information on their policies and procedures in clear and understandable language, ensure openness of information, public consultations, and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules, and procedures, avoid red tape, and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

- g. DA-BAFS personnel and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious displays of wealth in any form.

2. Performance of Duties

- a. DA-BAFS personnel shall avoid impropriety and the appearance of impropriety in all of their activities.
- b. As a subject of constant public scrutiny, DA-BAFS personnel shall conduct themselves in a way that is consistent with the dignity of the Department, to be considered as beyond reproach and shall do so freely and willingly.
- c. DA-BAFS personnel in their personal relations with professionals, who participate regularly in the Bureau's meetings, consultations, or conferences, shall avoid situations that might reasonably give rise to the suspicion or appearance of favoritism or partiality.
- d. DA-BAFS personnel shall submit performance reports and other documents required by law such as, if applicable, Statement of Assets and Liabilities and Net Worth (SALN), Income Tax Returns (ITR), and other public documents as may be required by the DA and/or the DA-BAFS.

3. Prohibited Acts

a. Gender-based sexual harassment (GBSH)

- i. Use obscene language, *catcalling* including sexist, homophobic, misogynistic, and transphobic remarks or slurs;
- ii. Persistent uninvited comments or gestures on a person's appearance;
- iii. Relentless requests for personal details;
- iv. Statement of sexual comments and suggestions;
- v. Public masturbation or flashing of private parts, groping, making offensive body gestures at someone, and other similar lewd sexual actions;
- vi. Any advances, whether verbal or physical, that are unwanted and have threatened one's sense of personal space and

physical safety. This may include cursing, leering, intrusive gazing, and taunting;

- vii. Persistent telling of sexual jokes and use of sexual names; and
- viii. Stalking or conduct directed at a person involving repeated visual or physical proximity, non-consensual communication, or a combination thereof that causes or will likely cause a person to fear for one's safety or the safety of others, or to suffer emotional distress.

b. Violence Against Women and Children (VAWC)

Any DA-BAFS personnel shall not economically abuse or inflict physical, sexual, or psychological violence against women and children.

c. Conflict of Interest

- i. DA-BAFS personnel shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.
- ii. No employee or personnel shall engage, whether directly or indirectly, in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under RA No. 6713 and other special laws. Provided, further that the following requirements/conditions are met:
 - a. Written permission from the Director IV shall be secured and renewed annually;
 - b. Time devoted outside of office hours shall not impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions; and
 - c. Government facilities, equipment and supplies shall not be used while engaged in private business or practice of profession. *(ORA OHRA, modified)*
- iii. DA-BAFS personnel during their incumbency shall not:
 - 1. Own, control, manage, or accept employment as an officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised, or licensed by their office unless expressly allowed by law;

2. Recommend any person to any position in a private enterprise that has a regular or pending official transaction with their office;
 3. Use their position in the DA-BAFS for personal gain or the benefit of others, or provide assistance or advice to others to give them an unfair advantage, whether for gain or not, over other people in their dealings;
 4. Participate in any official action involving a party with whom either the DA-BAFS personnel or any member of their family is negotiating for future employment; and
 5. Knowingly employ and/or recommend for appointment for permanent employee or as Contract of Service, any member of the immediate family of any other DA-BAFS personnel.
- iv. The practice of the profession shall be prohibited except on a limited basis subject to the expressed permission and limited scope of authority given by the DA-BAFS Director and provided that:
1. The practice of profession does not require or induce the DA-BAFS personnel to disclose confidential information acquired while performing official duties;
 2. The practice of profession shall not be in favor of, or shall not be under an existing employment with, any other government agency;
 3. The practice of profession shall not in any way be contrary to the matters affecting the operations of DA-BAFS; neither shall the practice pertain to any matter proceeding or application pending with the DA-BAFS;
 4. The practice of profession shall in no way use directly or indirectly any resource of the Department or any government property;
 5. The practice of profession shall not in any way interfere with the responsibilities and duties of the DA-BAFS personnel;
 6. The practice of the profession shall be subject to the provisions of RA 6713 and such other relevant Civil Service Rules.

b. Solicitation or acceptance of gifts

- i. DA-BAFS personnel shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of their official duties or in connection with any operation being

regulated by, or any transaction which may be affected by the functions of their office.

- ii. This shall preclude (1) accepting invitations to or attending social functions in relation to the personnel's official duties, (2) accepting a public award presented in recognition of public services, (3) receiving commercially reasonable loan made as part of an ordinary transaction of the lender's business; and (4) donating to the DA-BAFS prizes related to rewards and recognition program provided that the award, loan, or donation does not pertain to a person or entity who has transactions or involved in actions or proceedings with the Department, or from any person acting for and in behalf of said person or entity.

c. Gambling

No DA-BAFS personnel shall engage in gambling or betting within the premises of the DA-BAFS. This shall include any form of wagers consisting of money and articles of value or representative of value.

d. Consumption of Alcohol

- i. Consumption of any alcoholic beverages such as but not limited to, malt beverages, wine, and intoxicating liquor, in the workplace during and after office hours shall be prohibited.

Consumption of alcoholic beverages in the workplace during office hours shall only be allowed during programs and rituals such as ceremonial toasts and observance/honoring of local customs and traditions, as approved by the DA-BAFS Director. The alcoholic beverages to be used should, however, shall be limited to only malt beverages and wine, and no DA-BAFS personnel shall drink to the point of intoxication.

- ii. Habitual drunkenness and reporting for work while under the influence of alcohol shall be prohibited.

e. Smoking

Smoking of tobacco, vaporized nicotine, and non-nicotine products shall be prohibited within the DA-BAFS premises, buildings, and grounds, except for open spaces designated as vaping/smoking areas.

f. Carrying of Deadly Weapons

DA-BAFS personnel shall be prohibited from bearing and carrying firearms or deadly weapons within the DA-BAFS premises, building, and grounds.

g. Use of Office Resources

DA-BAFS personnel shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices shall be employed and used efficiently, effectively, honestly, and economically, particularly to avoid wastage in public funds and revenues.

In case of unavoidable circumstances, which will require the rendering of overtime by DA-BAFS personnel, the office rules on the use of facilities shall be observed. In such cases, a permit for overtime shall be accomplished and approved before rendering overtime. Specific deliverables shall also be indicated in the permit.

4. Attendance

a. Time in and Time out

- i. Time-in beyond the start of official work hours in the morning and afternoon shall be considered tardiness.
- ii. Any DA-BAFS personnel who is absent in the morning shall be considered tardy, while any personnel who is absent in the afternoon shall be considered to have incurred undertime.
- iii. Off-setting of tardiness or undertime by working for an equivalent number of minutes/hours shall not be allowed.
- iv. The finger scan machine shall be used by all DA-BAFS personnel except for the Director for recording attendance.
- v. No alterations or erasures shall be made in the entries of the printed fingerprint scan report unless otherwise approved by the Office of the Director.
- vi. A DA-BAFS personnel without a time-out during lunch break shall be considered as absent. In the case of plantilla personnel, such absence shall be charged against their respective vacation leave credits.

b. Breaktime

While the DA-BAFS has a No Lunch Break policy in relation to its frontline services, the regular lunch breaks shall be observed from 12:00 NN to 1:00 PM. Appropriate working schedules, however, shall be adopted to ensure that all clients who are within the premises are efficiently attended to and served even during the said lunch breaks.

c. Flag Ceremonies

- i. All DA-BAFS personnel shall be required to attend the Flag Raising Ceremony every Monday at 8:00 AM and the Flag Lowering Ceremony every Friday afternoon at 3:30 PM.
- ii. If Monday is declared a holiday, the Flag Raising Ceremony shall be held on the next work day (CSC MC No. 19, series of 2012)

d. Official Business and Official Travels

Attendance to meetings outside of DA-BAFS premises, or travels within Metro Manila during office hours shall be accompanied by an approved Pass Slip. A Certificate of Appearance shall be submitted to the Administrative Support Services (ASS)-Human Resource Management Unit (HRMU) to record such participation as official business.

Participation in activities outside of Metro Manila shall be accompanied by an approved Travel Order or Travel Authority. A Certificate of Appearance shall be submitted to the ASS-HRMU to record such participation as official travel.

e. Leave of Absences

- i. The filing of leave of absence shall be done using the latest CSC form on leave. It shall be accomplished by the DA-BAFS personnel, as recommended by their respective Division Chief and submitted to the ASS.
- ii. Permanent personnel shall be entitled to 15 Vacation Leaves (VL) 15 Sick Leaves (SL), and three Special Privilege Leaves (SPL) annually. If applicable, employees may also avail of Special Emergency Leave (SEL), Maternity Leave, Paternity Leave, Solo Parent Leave, Study Leave, 10-day VAWC Leave, Rehabilitation Privilege, Adoption Leave, and Special Leave Benefits for Women.

- iii. Provided that they meet the criteria, permanent personnel shall file for leave accordingly: VL and SPL shall be filed at least three days before the day of leave, and SL shall be filed at least three days from return to work.

5. Office Uniform and Identification (ID)

All DA-BAFS personnel shall abide by the latest DA issuances on dress code and wear their official ID card visibly while inside office premises. Hence, the “No ID, no entry” policy shall duly be implemented. The said ID cards shall be easy to read and untampered so clients can easily identify personnel.

6. Disclosure of Information

- a. DA-BAFS personnel shall not use or divulge, confidential or classified information officially known to them because of their office and not made available to the public, either to:
 - i. further their private interests, or give undue advantage to anyone; or
 - ii. prejudice the public interest.
- b. DA-BAFS personnel shall not disclose to any unauthorized person any confidential or classified information acquired by them while employed in the DA-BAFS, whether such information came from authorized or unauthorized sources.
- c. Confidential or classified information available to specific individuals because of statute, rule, or administrative policy shall be disclosed only by persons authorized to do so.
- d. DA-BAFS personnel leaving the Bureau for whatever reason, including resignation, termination of contract, or dismissal, shall bind themselves not to disclose confidential or classified information acquired by them during their employment in the Bureau.

B. Sanctions

1. Tardiness

DA-BAFS permanent personnel who incur tardiness, regardless of the number of minutes or hours per day, 10 times a month for at least two consecutive months during the year or at least two months in a semester shall be subject to the following:

- 1. 1st Offense – Suspension for six months and one day to one year
- 2. 2nd Offense – Dismissal from the service

DA-BAFS COS personnel who incur tardiness, regardless of the minutes of hours per day shall be recorded every month. At the end of the semester, the monitoring of attendance of DA-BAFS COS personnel shall be provided to the Chief Science Research Specialist to be used as a reference in evaluating the performance of the COS personnel. The DA-BAFS COS personnel that incurred tardiness 10 times a month for at least two consecutive months in a semester shall:

1. 1st Offense - place in a probationary period in the next contract period, with the possibility of termination of contract within the same contract period
2. 2nd Offense - Non-renewal of Contract

2. Gambling

Gambling within the DA-BAFS building, premises, and ground shall be sanctioned based on the following:

1. DA-BAFS permanent personnel - disciplinary action pursuant to Presidential Decree No. 1602 provisions.
2. DA-BAFS COS personnel - Termination of Contract.

3. Disclosure of Information

Any DA-BAFS permanent personnel found to disclose information shall be subjected to the following sanctions:

1. 1st Offense – Suspension of employment
2. 2nd Offense – Dismissal from the service

Any DA-BAFS COS personnel found to disclose information shall be subjected to the following sanctions:

1. 1st Offense – Suspension of contract for six months and one day to one year
2. 2nd Offense – Termination of Contract

4. Non-Attendance to Flag Raising or Lowering Ceremonies

DA-BAFS personnel who registered their time at or before 8:00 AM but did not attend the flag raising ceremony, or after 12:00 PM but did not attend the flag lowering ceremony at least two times in a month, or incurred more than two times a month of non-attendance to flag raising or lowering ceremonies, shall be held liable for Simple Misconduct and shall be imposed the penalties provided hereunder:

1. 1st Offense – Reprimand;
2. 2nd Offense – Suspension for one to 30 days;
3. 3rd Offense - Dismissal from the service or Termination of Contract

5. Consumption of Alcohol

DA-BAFS personnel, whether permanent or COS, who consume intoxicating liquor and other alcoholic beverages during office hours outside the afore-mentioned instances where consumption is allowed, as well as those reporting for work while under the influence of alcohol, shall be held liable for Simple Misconduct and shall be imposed the penalties provided hereunder:

1. 1st Offense – Suspension of employment or contract for one month and one day to six months`
2. 2nd Offense – Dismissal from the service or Termination of Contract

6. All other provisions herein

4. 1st Offense – Reprimand;
5. 2nd Offense – Suspension for one to 30 days;
6. 3rd Offense - Dismissal from the service or Termination of Contract

VI. COMPLAINTS

Any complaint against any DA-BAFS personnel under this Office Order shall be initiated by a verified complaint. If not verified and supported by the necessary evidence, the complaint shall be considered null and void.

Depending on the nature of a verified complaint, the following DA-BAFS Committees shall assert jurisdiction and process the complaint, to wit:

1. **DA-BAFS Grievance Committee** - for complaints related to the following:
 - 1.1. Non-implementation of policies, practices, and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;
 - 1.2. Non-implementation of policies, practices, and procedures that affect employees from recruitment, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them;
 - 1.3. Physical working conditions;
 - 1.4. Professional interpersonal relationships and linkages; and
 - 1.5. All other matters giving rise to employee dissatisfaction and discontentment.
2. **DA-BAFS Committee on Decorum and Investigation (CODI)** - for complaints related to sexual harassment.
3. **Performance Management Team (PMT)** - related to performance and Performance Commitment Review Forms (PCRs).

4. **Human Resource Merit Promotion and Selection Board (HRMPSB)** - for protests on appointments.
5. **Data Privacy Management Committee (DPMC)** - for security breaches involving sensitive personal information, and malicious and unauthorized disclosure.

All Committees shall implement the following procedures:

1. Committee baseline-setting meeting;
2. Investigation;
3. Interviews with the aggrieved/complainant and defendant; and
4. Final Deliberation and submission of Official Report.

For other complaints not covered by the abovementioned DA-BAFS Committees, the ASS shall issue a recommendation to the Office of the Director, through an Official Report, after the following procedures:

1. Assessment of facts and evidence brought forth by the complainant;
2. If applicable, issuance of a Show Cause Order; and
3. Interviews with the aggrieved/complainant and defendant, and if possible, mediation to reach an amicable settlement.

Complaints not constituting a violation of these office rules and regulations, shall be heard and mediated at the level of the Unit and shall progress accordingly through the following hierarchy: Section, Division, ASS - HRMU, ASS, then the DA-BAFS Management.

VII. REPEALING CLAUSE

This Order shall take effect immediately and remain enforced until officially revoked in writing.

Done this 12th of July 2024, in Quezon City, Philippines.


KAREN KRISTINE A. ROSCOM, PFT, PhD
Director IV
MC
RVC
12062024