



March 9, 2021

Memorandum

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE OIC-DIRECTOR

SUBJECT : REITERATION OF THE MINIMUM HEALTH AND SAFETY PROTOCOLS AMIDST THE SURGE OF NEW COVID-19 VARIANTS AND CASES IN THE NATIONAL CAPITAL REGION (NCR)

Relative to the latest data released by the OCTA Research Group regarding the current situation of COVID-19 infection in the National Capital Region (NCR) and the detection of new coronavirus variants in the country, all personnel of the Bureau of Agriculture and Fisheries Standards (BAFS) are hereby instructed to **strictly follow the minimum health protocols** provided for in the Memorandum dated November 10, 2020.

As a precautionary measure, all personnel residing in Pasay City, Makati City, Malabon, and Navotas, the four (4) critical areas in NCR identified by the OCTA Research Group as **high risk** for COVID-19 cases, are hereby instructed to regularly coordinate with the Health and Safety Officers and fully disclose information regarding their health conditions.

Any employee found violating any of the provisions in the said Guidelines or deliberately exhibiting careless conduct, endangering the health and safety of other employees of the Bureau, will be subjected to disciplinary action.

1. First offense (Verbal warning) - Verbal statement to an employee that he/she has violated a rule and that such violation should not continue;
2. Second offense (Written reprimand) - A written formal notification is issued to an employee stating that he/she has violated a rule;
3. Third offense (Suspension) - Suspension from work and wages for a specific number of hours or days, but not more than one (1) work week, depending on the severity of the offense. A written Notice of Suspension is provided to the concerned employee.

All employees are enjoined to be vigilant as we ensure the safety and health of everyone in the BAFS. For strict compliance.


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