



21 October 2021

MEMORANDUM

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE OIC-DIRECTOR

SUBJECT : REVISED 30% WORK ONSITE ROTATION AS ALTERNATIVE WORK ARRANGEMENT (AWA) AT THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (BAFS) FROM OCTOBER 18, 2021 UNTIL FURTHER NOTICE

To ensure service continuity while providing protection to BAFS personnel and maintaining a safe and healthful workplace to the extent possible and as authorized under applicable laws, rules and regulations, please be guided by the following policies:

POLICY	REMARKS
1. Maintain 30% work-on-site rotation as AWA	<ul style="list-style-type: none"> Every division shall maintain the 30% work-on-site ANNEX A will serve as guide schedule for all personnel
2. Strict Compliance to Memorandum from the Secretary dated March 31, 2021 re: Guidelines on Isolation for Department of Agriculture (DA) Employees during the COVID-19 Pandemic	<ul style="list-style-type: none"> Implementation of Prevention, Detection, Isolation, Treatment, and Reintegration Strategies for COVID-19 See attached Memorandum dated March 31, 2021
3. Mandatory 5 Calendar Days Quarantine Period (QP)	<ul style="list-style-type: none"> Work-On-Site (WOS) personnel who are on official travel shall undergo 5 calendar days' mandatory quarantine upon return. Work-From-Home (WFH) personnel who are on official travel shall be required to undergo 5-calendar days' mandatory quarantine upon return. Every division chief shall come up with a ready replacement (alternate staff) in lieu of the personnel who will be on official travel and will eventually undergo the required 5 calendar days' quarantine period, thereafter.

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	<ul style="list-style-type: none"> • The 5 calendar days counting will be based on the official end of travel.
<p>4. Personnel who undergo 5 calendar days of mandatory QP shall automatically report on the remaining day/s of the week and/or the following week after the QP.</p>	<ul style="list-style-type: none"> • This covers WOS and WFH personnel who will undergo a 5 calendar-day quarantine period. Returning personnel are required to report their daily conditions to the HSOs. • In case of health concerns, he/she will inform the Health and Safety Officer (HSO) and continue the QP for up to 14 days. However, he/she should submit a medical certification for reference to the HSO. He/she also will go for a mandatory swabbing (RT-PCR).
<p>5. Personnel scheduled to do work remotely (Work-from-Home) are required to be on stand-by and be on-call as the exigency of service may so require</p>	<ul style="list-style-type: none"> • All work-from-home (WFH) personnel shall always be available anytime to work-on-site or to go on official travel as required by the Office. • Failure to comply shall mean no compensation for the Contract of Service (COS) employees, while a Leave of Absence (LOA) shall be filed for the permanent employees. • The WFH policy of all personnel is NOT to work from home outside of NCR plus the bubble (Cavite, Laguna, Rizal, & Bulacan) • In cases this cannot be avoided (e.g., family obligations, emergency cases), the personnel should seek clearance from the Office of the Director (OD) as endorsed by his/her Division Chief (DC) of his/her intention of working outside NCR plus bubble (Cavite, Laguna, Rizal, & Bulacan) while at WFH arrangements.
<p>6. Any government transaction such as that of GSIS, SSS, PhilHealth, and BIR shall be done during your WFH schedule.</p>	<ul style="list-style-type: none"> • The work-hours onsite must be well spent to accomplish the tasks you are expected to deliver for that period.
<p>7. Use of BAFS Dormitory</p>	<ul style="list-style-type: none"> • With limited bed spaces available in the BAFS dormitory, the drivers will be given the priority in the use of the dormitory as sleeping quarters. The remaining vacant bed spaces shall be allocated to other staff. Reservation and coordination with the Building Administrator is necessary. • As one of the rooms of the dormitory will be designated as isolation/quarantine area, personnel who were previously accorded with approval to stay in the dormitory are encouraged to look for alternative accommodations.

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The QP will be used by the concerned personnel to monitor his health condition since there is probable exposure from the coronavirus and from people infected or suspected of being infected. The 5 calendar days QP will also serve as a precautionary measure to continue preventing the spread of the COVID-19 infection in our workplace, considering further that the new COVID-19 variants have high transmission rates.

The DCs and Unit Heads must ensure that deliverables of staff on work-from-home (WFH) arrangements during the said period are agreed upon and their accomplishments monitored. Everyone is also reminded to make themselves available in all forms of communication whether through phone, electronic mail, messaging and other means of communication.

In addition, everyone is reminded to observe strict compliance to the assigned on-site work schedule. Failure to comply these rules simply means no compensation for the COS employees, while a LOA shall be filed for the permanent employees. The rule on absences during holidays shall apply for COS personnel, wherein he must be present before and after the holiday for him to be compensated. If an employee fails to comply due to issues related to health, he should immediately notify the respective Division Chief for endorsement to the BAFS HSO for validation.

Let us continue to be safe and vigilant and observe all the safety protocols that the government has issued whether in the workplace and at home.

All previous orders, memoranda and issuances or parts thereof which are inconsistent with this Memorandum are hereby repealed, amended, or modified accordingly. The other policies not affected thereby shall remain valid and subsisting.

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

For guidance and strict compliance.


MYER G. MULA, Ph.D.

OIC-Director
RVC
19/10/2021



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A food-secure and resilient Philippines with empowered and prosperous farmers and

No.	October 25 - 29, 2021	November 1 - 5, 2021	November 8 - 12, 2021
Administrative Support Services			
1	Rosemarie V. Calibo*	Frederick C. Crisol*	Daisy E. Melegrito*
2	Reylen G. Escordial	Reylen G. Escordial	Mark Brian E. Umali
3	Samuel G. Gelilio	Samuel G. Gelilio	Samuel G. Gelilio
4	Ronaldo M. Badillo	Ronaldo M. Badillo	Ronaldo M. Badillo
5	Roniel V. Bayanay	Roniel V. Bayanay	Roniel V. Bayanay
6	Larry A. Yumang	Larry A. Yumang	Larry A. Yumang
7	Rachel C. Franco	Rachel C. Franco	Rachel C. Franco
8	Kenneth A. Matchica	Kenneth A. Matchica	Jocel Anne C. Yamson
9	Allister F. Budlao	Allister F. Budlao	France Earvynne R. Enriquez
10	Mark Paulo J. Padullon	John Joshua P. Saquing	Rowena B. Dacanay
11	Ricky Mangalindan	Jonathan Martinez	Aron Gentolia
12	Ryan G. Molato	Johnhay Z. Isip	Elpidio Lobos
13	Elpidio Lobos	Rio Angelo Canaria	Genesis F. Franco
14		Ryan G. Molato	Lissy Ann H. Cantillon
15		Marleth B. Temporal	Ryan G. Molato
16		Lissy Ann H. Cantillon	
Organic Agriculture Division			
1	Ibrahim A. Racma*	Joeve S. Calleja*	Mark F. Matubang*
2	Charlie T. Palilio	Charlie T. Palilio	Gerald E. Cammagay
3	Cris Venus F. Basas	Anna Dominique V. Cadsawan	Jeffrey S. Garrido
4	Jerson Raphael A. Bontogon	Moraine M. Sumague	Jerson Raphael A. Bontogon
5	Clarisse Jill R. Guevara	May Ann B. Redulfa	Johh Lawrence A. Arrogante
			Geeza June V. Painaga
			Cris Venus F. Basas
Standard Development Division			
1	Gari Pellinor U. Hernandez*	John Gregory V. Aquino*	Karen Kristine A. Roscom*
2	Aljon S. Reyes	Timothy Justine V. Regalado	Dominique S. Salcedo
3	Ederlie L. Magdalita	Kristel Alarice R. Aborido	Joshua G. Villanueva
			Joshua P. Abel
Technical Services Division			
1	Mary Grace R. Mandigma*	Mary Grace R. Mandigma*	Alpha M. Lanuza*
2	Jan Vincent DR. Tecson	Brooklyn F. Flores	Rodolfo N. Pangamban
3	Alma V. Reyes	Abraham L. Perez III	Katrina L. Maminta
4		Aubrey Katreena L. Ramos	
5		Alma V. Reyes	
6			
Laboratory Services Division			
1	Melissa L. Astillero	Edna Lynn C. Floresca*	Zaireen B. Cleofe
2	Angelo N. Custodio	Kriszia Ann U. Decena	Angelo N. Custodio

Office-in-Charge*

No.	November 15 - 19, 2021	November 22 - 26, 2021	November 29 - Dec 3, 2021
Administrative Support Services			
1	Rosemarie V. Calibo*	Frederick C. Crisol*	Daisy E. Melegrito*
2	Mark Brian E. Umali	Reylen G. Escordial	Reylen G. Escordial
3	Samuel G. Gelilio	Samuel G. Gelilio	Samuel G. Gelilio
4	Ronaldo M. Badillo	Ronaldo M. Badillo	Ronaldo M. Badillo
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11	Ricky Mangalindan	Jonathan Martinez	Aron Gentolia
12	Ryan G. Molato	Johnhay Z. Isip	Elpidio Lobos
13	Katheryn T. Baes	Rio Angelo Canaria	Genesis F. Franco
14	Elpidio Lobos	Elpidio Lobos	Lissy Ann H. Cantillon
15	Stephanie L. Bulanadi	Ryan G. Molato	Ryan G. Molato
		Marleth B. Temporal	
Organic Agriculture Division			
1	Vicente D. Limsan Jr.*	Ibrahim A. Racmat*	Joeve S. Calleja*
2	Jeffrey S. Garrido	Charlie T. Palilio	Jeffrey S. Garrido
3	Jay El. E. Bautista	Cris Venus F. Basas	Anna Dominique V. Cadsawan
4	Mark Owell A. Ama	Jerson Raphael A. Bontogon	Moraine M. Sumague
5	Jenina B. Cusay	Clarisse Jill R. Guevara	May Ann B. Redulfa
6	May Ann B. Redulfa		
Standard Development Division			
1	Camille B. Baraquiel*	Gari Pellinor U. Hernandez*	John Gregory V. Aquino*
2	Froline M. Bernas	Aljon S. Reyes	Timothy Justine V. Regalado
3	Em Bentulan	Ederlie L. Magdalita	Kristel Alarice R. Aborido
Technical Services Division			
1	Alpha M. Lanuza*	Mary Grace R. Mandigna*	Mary Grace R. Mandigna*
2	Kristine P. Lasac	Jan Vincent DR. Tecson	Brooklyn F. Flores
3	Chester G. Benevidez	Alma V. Reyes	Abraham L. Perez III
4			Aubreey Katreena L. Ramos
5			Alma V. Reyes
6			
Laboratory Services Division			
1	Jerilee M. Sabarlagas*	Mejissa L. Astillero	Edna Lynn C. Floresca*
2	Angelo N. Custodio	Angelo N. Custodio	Kriszia Ann U. Decena

Office-In-Charge*

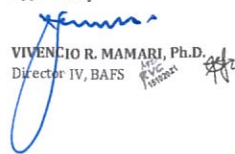
No.	December 6 - 10, 2021	December 13 - 17, 2021	December 20 - 24, 2021	December 27 - 31, 2021
Administrative Support Services				
1	Rosemarie V. Calbo*	Frederick C. Crisolo*	Daisy E. Melegrito*	Rosemarie V. Calbo*
2	Mark Brian E. Umali	Mark Brian E. Umali	Reylen G. Escordial	Reylen G. Escordial
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3	Charlie T. Palilio	Jay El E. Bautista	Cris Venus F. Basas	Anna Dominique V. Cadsawan
4	Jerson Raphael A. Bontogon	Mark Owell A. Ama	Jerson Raphael A. Bontogon	Moraine M. Sumague
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Prepared by:



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Health and Safety Officer, BAFS

Approved by:


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Director IV, BAFS