



Memorandum

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE OIC-DIRECTOR

SUBJECT : WORK ARRANGEMENT AT THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS EFFECTIVE NOVEMBER 9, 2020

DATE : NOVEMBER 6, 2020

In the interest of service and in compliance with the Department of Agriculture Administrative Order (AO) No. 35 Series of 2020, "*Prescribing the Rules on Work Arrangement at the Department of Agriculture and Attached Agencies and Corporation*", all BAFS permanent and contract-of-service employees not falling under any of the categories of individuals accorded special protection under CSC MC No. 10 series of 2020, are hereby directed to work on-site on all workdays at the prescribed time effective Monday, November 9, 2020.

Personnel belonging to categories A to D under 1.1 of the above-mentioned AO shall be allowed to perform work through the 50% On-site - 50% Work-from-Home (WFH) with a two-week rotation scheme, as indicated in *Annex A* of the guidelines.

For strict compliance.


MYER G. MULA, Ph. D.

RVC
11/06/2020



Work Schedule
(As required under AO No. 35 S.2020)

BASIC DATA

A. OFFICE	Bureau of Agriculture and Fisheries Standards
B. Total Number of Personnel	77
C. Total Number of Personnel under group A (Personnel accorded special protection under MC No.10)	3
D. Total Number of Personnel under Group B (All other personnel)	74

NAME OF PERSONNEL

NAME	POSITION	GROUP (A/B)	REMARKS (Specifics for Group A Personnel)
Genesis F. Franco	Administrative Aide IV	A	Senior Citizen
Jerilee M. Sabariaga	Senior Science Research Specialist	A	Residing with a person with comorbidities
Marc Owell A. Ama	Science Research Specialist I	A	Immunocompromised (Person with Hemophilia)

SCHEDULE OF GROUP A PERSONNEL

WORK WEEKS	ON-SITE	WFH
November 16, 2020 – November 27, 2020	Genesis F. Franco Jerilee M. Sabariaga Marc Owell A. Ama	
December 1, 2020 – December 11, 2020		Genesis F. Franco Jerilee M. Sabariaga Marc Owell A. Ama
December 14, 2020 – December 24, 2020	Genesis F. Franco Jerilee M. Sabariaga Marc Owell A. Ama	
December 28 – 29, 2020		Genesis F. Franco Jerilee M. Sabariaga Marc Owell A. Ama

Submitted by	:	DAISY E. MELEGRITO Administrative Office V
Approved	:	MYER G. MULA, Ph. D. OIC-Director