



## MEMORANDUM

TO : **ALL PERMANENT BAFS EMPLOYEES**

FROM : **OFFICE OF THE OIC-DIRECTOR**

SUBJECT : **ALTERNATIVE WORK ARRANGEMENT**

DATE : **JANUARY 26, 2021**

In the interest of service and pursuant to CSC Memorandum Circular No. 18 s. 2020, which provides that a work shifting/flexible (staggered) working hour or flexible reporting hours may be adopted as a way to limit the number of employees in an office at a given time. Furthermore, due to the entry of the new COVID-19 variant in the country, the Bureau would be implementing the flexible working hours from Monday to Friday. Provided, that officials and employees shall not render less than a total of 40 hours a week for five (5) days a week, exclusive of time for lunch; that working hours shall not start earlier than 7 a.m. and end later than 6 p.m.; and that the public is assured of the continuous services of the agency from 8 a.m. to 5 p.m. even during lunch break. Likewise, flag ceremony and flag retreat shall also be suspended to avoid mass gathering of the employees of the Bureau.

All previous Orders, Memoranda and Issuances inconsistent herewith are deemed superseded and/or revoked accordingly.

This order shall take effect on January 27, 2021.

For strict compliance.

  
**MYER G. MULA, Ph. D.**  
RVC  
10/26/2021

