



March 2, 2021

MEMORANDUM

TO : ALL DIVISION CHIEFS, BAFS ADMINISTRATIVE SUPPORT HEAD, BAFS INFORMATION MANAGEMENT TEAM (BIMT) HEAD AND SUPERVISING SCIENCE RESEARCH SPECIALIST (OAD)

FROM : OFFICE OF THE OIC-DIRECTOR

SUBJECT : ALTERNATE WORK ARRANGEMENT

In the exigency of service and pursuant to DA-A. O No. 04 s. 2021 which allows the head of offices to implement an Alternate Work Arrangement for the purposes of ensuring a safe and healthful workplace, all Division Chiefs, Administrative Support Head, Information Management Team Head and Supervising Science Research Specialist (OAD), are enjoined to report four (4) times on-site and elect a one (1) day work-from-home every week to ensure the continuity of public service in the Bureau. Likewise, in the instance that the Division Chiefs and Heads are working from home, they must assign an Officer-in-Charge who must act in their behalf. Likewise, work-from-home accomplishments shall be submitted together with their monthly Daily Time Record (DTR) duly approved by their immediate superior and be reminded that be an on-call basis during work hours and ensure availability of communication and coordination whether through phone, messaging and other alternative modes of communication.

All previous Orders, Memoranda and Issuances inconsistent herewith are deemed superseded and/or revoked accordingly. This Order shall take effect immediately and shall remain in force until revoked in writing.

For guidance and strict compliance.


MYER G. MULA, Ph. D
