

Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

Ref. No. 2021-11-02
November 04, 2021

MEMORANDUM FROM THE DIRECTOR

To : ALL DA-BAR STAFF

Subject : Guidelines on On-Line Work From Home Arrangement System at DA-BAR

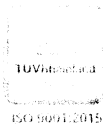
Pursuant to the memorandum from this office dated October 28, 2021, the DA-BAR will implement the on-line Work-From-Home arrangement system starting November 15, 2021. An instruction on operational capacity of 50% has been issued and division heads have been required to submit work schedules on work from home arrangement in a memorandum dated October 29, 2021. Having completely accomplished these, the process shall be observed as follows:

1. Work from home employee shall log in at the BAR Portal and create a Work From Home Request for all the days he/she will be working remotely (e.g. Nov. 15, 16, etc.);
2. The request will be reviewed by the division head, HRMU head and the OIC, Assistant Director;
3. Once the request is approved, the employee must log in at the BAR Portal for their hourly activities.
4. Time-in and time-out after activities are required during the process.

You may coordinate with the KMISD-IMS for further technical assistance in this regard.

For information, guidance and compliance of all concerned.


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with empowered and prosperous farmers and fisherfolk*

