

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

Ref. No. 2021-11-07  
November 19, 2021

MEMORANDUM FROM THE DIRECTOR

To : All DA-BAR Staff

Subject : **Guidelines on the Implementation of 100%  
On-Site Reporting and Related Concerns**

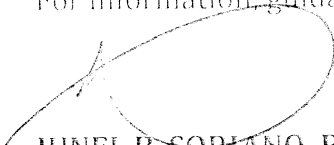
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We are furnishing you with copy of Department of Agriculture Administrative Order No. 29 s. 2021 on the Implementation of 100% On-Site Reporting at the Department of Agriculture (DA-Central Office, Bureaus, Attached Agencies and Corporations and Regional Offices).

All officials and employees of the Bureau are required to comply with all provisions thereunder which took effect on November 17, 2021.

Related matters will be discussed with concerned staff for its effective implementation including specific guidelines on provisions of transportation support services and dormitory facilities, among others, which will be issued starting December 01, 2021.

For information, guidance and compliance of all concerned.

  
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**OFFICE OF THE SECRETARY**  
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DEPARTMENT OF AGRICULTURE  
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**ADMINISTRATIVE ORDER**

No. 29

Series of 2021

**SUBJECT: IMPLEMENTATION OF 100% ON-SITE REPORTING AT THE DEPARTMENT OF AGRICULTURE (DA-CENTRAL OFFICE, BUREAUS, ATTACHED AGENCIES AND CORPORATIONS AND REGIONAL FIELD OFFICES)**

World data on Covid-19 has shown global decline in total case and deaths. Likewise, reports of the Philippines Department of Health (DOH) show continuous decline in active cases nationwide and daily positivity rate. Further, the vaccination status of employees of Department of Agriculture-Central Office (DA-CO) is 97.84% or 1,142 employees are fully vaccinated as of this date.

Section 5(6) of the Guidelines on the Pilot Implementation of the Alert Level System for Covid-19 Response in the National Capital Region set a minimum limit of 50% on-site capacity and no maximum limit. Under these circumstances, the Department of Agriculture will implement a 100% on-site reporting of all its officials and employees.

- 1. WORK ARRANGEMENTS** -Work in all working days shall be 100% on-site. Work arrangement for employees with serious comorbidities as certified by a physician may be treated on a case to case basis upon the recommendation of their immediate supervisors and endorsement of the Chairperson of the Service Continuity and Planning Management Team (SCPMT) for the approval of the Secretary.
- 2. FLEXIBLE WORKING HOURS** - The previously allowed sliding flexi-time from 7:00 to 10:00 A.M. (DA AO No. 04, Series of 2021) for permanent employees shall be reverted to 7:00 A.M. to 9:00 A.M. On the other hand, personnel under Contract of Service (COS) are required to report during regular office hours of 8:00 A.M.-5:00 P.M.

Tardiness, undertime and absences shall be deducted from the leave credits of the permanent employees while for COS personnel, deductions shall be made from their salaries.

- 3. UNVACCINATED EMPLOYEES** - In compliance with the new directive of the Inter Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) dated November 15, 2021, COVID-19 vaccination shall be required for employees doing on-site work, both public and private, where there are enough supplies of COVID-19 vaccines effective December 1, 2021. However, unvaccinated employees may not be terminated but they shall be required to undergo regular RT-PCR testing or antigen tests, at their own expense. The RT-PCR/antigen negative test results must be submitted every Monday of the week before they are allowed to report to their respective offices.

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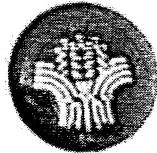
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9. **HEALTH PROTOCOLS** - Necessary health protocols shall be observed such as wearing of face mask, frequent handwashing/sanitizing and physical distancing at all times.

This Administrative Order shall take effect immediately. Any other issuances inconsistent herewith shall be deemed amended or repealed accordingly.

Done on this 19<sup>th</sup> day of November 2021.

**WILLIAM D. DAR, Ph.D.**  
Secretary



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