



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

Reference No. 2022-01-13

12 January 2022

MEMORANDUM FROM THE DIRECTOR

TO : ALL EMPLOYEES

SUBJECT : REPORTING SCHEME OF EMPLOYEES FOR JANUARY 12-28, 2022

This has reference to the Office of the President Memorandum Circular No. 94 s. 2022 providing for the requirements and procedures for reducing on-site workforce in government offices below the minimum set under the alert level systems.

Based on the above-cited Guidelines, the Head of Agency is allowed to reduce or temporarily close its central office in cases wherein the spread of COVID-19 in the workplace has become overwhelming and unmanageable.

Based on the data gathered by the DA-BAR Health and Safety Team (BAR-HST) for the period of January 8-11, there are six (6) employees who are confirmed to be COVID-19 positive, with identified 23 close contacts—a significant number of whom are already exhibiting COVID-like symptoms.

Given this and to break the chain of infection in the bureau and in compliance with required isolation and quarantine protocols, the DA-BAR, through its HST, respectfully recommends the following:

1. For the period of January 10 to 11, 2022, a drastic reduction of the onsite workforce is to be implemented. Only those who have no prior contact with a COVID-19 positive individual and those who are not experiencing any symptoms may be allowed to report onsite. All other DA-BAR employees are to adopt a Work-From-Home arrangement, provided they have an approved WFH request through the DA-BAR portal.
2. For the period of January 12 to 28, 2022, a skeleton-staff onsite workforce arrangement to be determined by the respective division and unit heads will be implemented to ensure service continuity and minimize COVID-19 exposure for all DA-BAR employees.



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With this, all division/unit heads must submit to the Human Resource Management Unit the weekly work schedule of their respective employees who will be reporting in the office premises. Those reporting on-site may adopt alternative work arrangements (e.g. flexible working hours, etc.). All other employees shall adopt a Work-From-Home arrangement during this period.

During the same period, employees with immunodeficiency, comorbidities, or other health risks, and pregnant women shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.

It is therefore understood that the performance of the office's mandate and delivery of services shall not be hampered or impaired. Essential services, which shall be performed by on-site reporting employees, must be continued. As such, there must be personnel available at the office during this period. In the same way, other essential services and functions that may be performed offsite must also be unhampered.

3. Submission of reporting schedule of the respective divisions/units should be done the weekend prior to the reporting week to give ample time for adjustments, if needed, and may be updated should there be any unanticipated developments (e.g. testing positive for COVID-19, exposure to a COVID-19 positive employee, manifesting symptoms, etc.)
4. Strict compliance on the use of Work-from-Home portal must be observed. In the event that the employee experiences difficulties in accessing the portal, they may coordinate with the KMISD and HRMU to make his/her reporting schedule acknowledged and noted as official.
5. Strict implementation of the following health and safety protocol:
 - a. Wearing of face mask at all times.
 - b. Practicing frequent and proper handwashing: wash hands often with soap and water for at least 20 seconds. Use alcohol-based sanitizer if soap and water are not available.
 - c. Practicing cough etiquette, covering mouth and nose using tissue or sleeves/bending the elbow when coughing or sneezing. Move away from people when coughing, do not spit, throw away used tissues properly, always wash your hands after sneezing or coughing, use alcohol or sanitizer.
 - d. Maintaining a distance of at least one meter away from individuals/experiencing respiratory symptoms.
 - e. Boosting the immune system by eating healthy and nutritious foods rich in vitamin c, drinking lots of water and vitamins (multivitamins, vitamin c, etc.).
 - f. Cashless transactions would be preferred for food and delivery services. In cases where this is not possible due to employees' personal circumstances, strict safety protocols (e.g. disinfection before and after handling the package and in handling the payment), through the security guard on duty, must be observed.
 - g. Strict use of footbaths at access points of the office.
 - h. Strict use of wheel baths for those with service vehicles.
 - i. Utilize the boxes located at the doors of the division and units to avoid mingling of staff in transmitting documents within and outside the office.



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- j. Use the sterilization boxes already provided to all offices to disinfect documents prior to taking action.
 - k. Suspension of the use of our biometrics as an additional precaution against transmitting the virus.
6. Beginning January 24, 2022, unless the office is able to establish that the COVID-19 situation in the agency still warrants a lower on-site workforce, the bureau shall comply with the minimum on-site workforce required under the Alert Level System Guidelines, as well as with the MC No. 93 (s 2021), as amended, on the Required On-Site Workforce in Government Agencies and Instrumentalities Under the Alert Level System.
7. These guidelines and protocols may be lifted or modified by this Office anytime based on follow-up orders or memoranda from higher authorities.

For strict compliance


JUNEL B. SORIANO, Ph.D.



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