

Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL RESEARCH**  
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Ref. No. 2021- 10-05

**MEMORANDUM FROM THE DIRECTOR**

**To : ALL BAR STAFF**

**Subject : Guidelines for Alternative Work Arrangements in the DA-BAR During the Period of State of National Emergency Due to COVID-19**

Pursuant to the declaration by the President of the Philippines under State of National Health Emergency due to Covid-19 pandemic, the IATF, the Civil Service Commission and the Department of Agriculture have issued guidelines on alternative work arrangements for government and private agencies. However, specific guidelines on operational working capacity may be issued by agencies including strategies on alternative work arrangements which, in the case of BAR, combines work-from-home, skeletal work force and to some extent, staggered working hours.

From ECQ to MGCQ classifications, the government now also uses alert levels 1, 2, 3, and 4 to identify the alert level of response for each area. The National Capital Region has already been under Alert Levels 4 and 3 and may soon be classified lowest in risk levels considering the ongoing evaluation by government and private authorities.

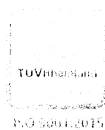
**I. General Guidelines**

The DA-BAR implements combination work arrangements for its employees which includes work-from-home, skeleton workforce, and to some extent, flexible/staggered working hours. These are authorized under CSC MC No. 10, s. 2020, CSC MC 18, s. 2020, and DA Administrative Order No. 4, series of 2021. The Bureau has adopted the same system under different instructions on the percentage of operational working capacities being issued by the IATF and the DA on the management of COVID-19 pandemic.

**II. Specific Guidelines**

The DA-BAR adopts the following specific guidelines pursuant to IATF, CSC and related issuances from the Department of Agriculture:

1. In the exigency of the service, all permanent and COS employees, upon recommendation of division heads, shall be authorized to work from home, report as skeleton workforce or adopt flexible/staggered working hours, or a combination of the above as alternative work arrangement(s);



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2. Employees under work-from-home shall be given tasks to be performed to the full extent possible in terms of man-days per work week;
3. Employees under work-from-home shall make themselves available during the work hours that they are at home. Similarly, they shall also be required to be on stand-by and be on-call as the exigency of the service may require;
4. Submission of monitoring and accomplishment reports shall be implemented to ensure that public service delivery is not prejudiced;
5. Employees who are prioritized for work-from-home as specified under CSC MC 10, s. 2020 and the tasks that may be allowed for such arrangements shall continue to be strictly implemented;
6. Supervisors and division heads shall develop strategies to ensure that all employees shall be given equal opportunities to perform productively in their assigned tasks under alternative work arrangements to ensure continuity of service;
7. Other existing provisions that support the above arrangements such as transportation, dormitory facilities, communication facilities, health protocols, supplies, information education, psychological and other related items shall be made available for the duration of their implementation.

To facilitate scheduling, reporting, monitoring and evaluation of work-from-home employee assignments, an online system was developed for this purpose by the Information Management Section of the Knowledge Management and Information Systems Division. Under the system, all BAR employees and officials shall be further guided on work-from-home implementation as an alternative work arrangement.

### **III. Other Matters**

Pursuant to Section 3, CSC MC 23, s. 2021, absences of employees who:

- a. fail to report for work during schedules of assignment as skeleton workforce, or
- b. fail to make themselves available during work hours while they are at home

despite provisions of support mechanisms or without justifiable reason/s shall be deducted from their vacation or sick leave credits or salaries, as the case may be.

### **IV. Effectivity**

The above guidelines shall be effective only for the period of State of National Health Emergency due to COVID-19 pandemic and shall be subject to amendments

that may be issued from time to time by the Office of the President, IATF, CSC and the Department of Agriculture.

Done this 14<sup>th</sup> day of October 2021.

  
**VIVENCIO R. MAMARIL, Ph.D.**  
Director