



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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Ref. No. 2023- 119
December 11, 2023

MEMORANDUM FROM THE DIRECTOR

THROUGH : **JOELL H. LALES**
Assistant Director and Interim Head, Administrative and Finance
Division

TO : **LIGAYA V. SANTOLICES**
Administrative Officer II

SUBJECT : **APPROVAL OF REQUEST FOR TEMPORARY WORK FROM HOME
(WFH) ARRANGEMENT**

This refers to your letter dated December 8, 2023, requesting for a **Work from Home (WFH)** arrangement from **December 11-14, 2023** to complete your required quarantine isolation due to Covid-19, as prescribed by your health management practitioner. The health and safety of our employees are our top priority and we understand that Covid-19 cases have been recently increasing in the past few days. In view of this, your request for a work from home arrangement on the aforementioned dates is hereby approved.

In connection with this, please be guided by the following office policies during your temporary Work from Home Arrangement:

1. Kindly ensure that you will **log-in/log out** throughout the duration of your WFH set-up through the DA-BAR official portal for attendance monitoring purposes. You may coordinate with KMISD-IMS regarding this matter;
2. Kindly ensure that you will keep your lines open and maintain regular communication with your supervisor through the necessary channels; and
3. Kindly submit an accomplishment report upon your return to the office.

Please be guided accordingly.


JUNEL B. SORIANO, PhD

CC: Evelyn H. Juanillo
OIC Head, KMISD-IMS

Arvin Dan B. Monserate
Senior Administrative Assistant/Health Protocol Officer

Teresita S. Añonuevo
Administrative Assistant V/Health Protocol Officer

