



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

Ref. No. 2021-11-08
November 24, 2021

MEMORANDUM FROM THE DIRECTOR

To : All DA-BAR Staff

Subject : **Provision of Transportation Support and Dormitory Facilities For Staff Under 100% Reporting Capacity**

Further to our memorandum dated November 19, 2021, the following supplemental guidelines are hereby issued:

1. Transportation support and dormitory facilities shall be prioritized for employees who are senior citizens and with serious comorbidities. Doctors' certification shall be required for judicious assessment and consideration of priorities regarding scheduling of travels, room reservations, among others.
2. Due to limited resources on manpower, vehicles, gasoline, and budget for utilities, other employees who do not belong to the above categories may be accommodated if slots are available and on case to case basis. Otherwise, they will be compelled to utilize the existing available public transportation, until such time that the office is able to provide for suitable augmentation to its vehicle fleet. Health and hygiene protocols shall continue to be strictly implemented in approving requests regarding this matter.

All concerned are advised to coordinate with the General Services Unit for details of the above support services. Cooperation is essential to avoid unnecessary occurrences that may arise out of misunderstanding or non-cooperation.

This memorandum shall take effect starting December 01, 2021.

For information, guidance and compliance of all concerned.


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with empowered and prosperous farmers and fisherfolk

