



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

Handwritten notes:
Kruso
FMI
pe.
Salva

Ref. No. 2023-DL

February 15, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR EMPLOYEES

SUBJECT : **SUSPENSION OF FLEXTIME FLEXIBLE WORKING ARRANGEMENT (FWA)**

In view of the ever increasing workload and in order to evaluate the results and effectiveness of the implementation of the Flexitime Flexible Working Arrangement (FWA) in the Bureau, the Flexitime FWA is hereby suspended indefinitely.

However, Contract of Service (COS) engaged personnel may still avail of the daily sliding flexi-time from 7:00 am to 5:00 pm by virtue of Department of Agriculture Administrative (DA) Order No. 33, series 2021, provided that each Division/Unit/Office will not be left unmanned during the 8:00 am to 5:00 pm core time.

Heads of each Division/Unit/Office shall guarantee that there are no disruptions in the Bureau's operations and that each of the Division/Unit/Office has personnel to address concerns during the regular working hours.

This order shall take effect on **February 20, 2023**.

For information and compliance


JOELL H. LALES
OIC Director