



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

MEMORANDUM

TO : ALL PERSONNEL OF THE DEPARTMENT OF AGRICULTURE (DA) CENTRAL OFFICE AND REGIONAL FIELD OFFICES, BUREAUS, AND ATTACHED AGENCIES AND CORPORATIONS IN LUZON

FROM : CHAIRPERSON, CONTINUITY SERVICE PLANNING AND MANAGEMENT TEAM (CSPMT)

DATE : MARCH 19, 2020

SUBJECT : PERSONNEL REGISTRATION AT THE DA WORK FROM HOME (WFH) DATABASE AND REPORT MANAGEMENT SYSTEM PORTAL

In order to facilitate the monitoring of all personnel in relation to official assignments and/or tasks performed under the "Work from Home" arrangement being implemented for the duration of the period of Enhanced Community Quarantine in Luzon, please be directed to register at the WFH Database and Report Management Portal **on or before March 23, 2020**.

To do so, text your name and position to the number provided below, as follows:

Type : REG (space) Last Name (space) First Name (space) Position

Example : REG Dela Cruz Juan Planning Officer IV

Send to : 09511443233

As shown, there is no need to indicate office assignment as well as the status of employment or engagement with the department or its attached agencies and corporations.

Please be mindful of the set deadline for registration.

For strict compliance.

USEC. ROLDAN G. GORGONIO
UNDERSECRETARY FOR ADMINISTRATION AND FINANCE



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Office of the Undersecretary for Administration and Finance
Department of Agriculture

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with prosperous farmers and fisherfolk

