



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

**RUSH**

21 April 2020

**SPECIAL ORDER**

NO. 407

Series 2020

**SUBJECT : SUPPLEMENT TO ADMINISTRATIVE ORDER (AO) NO. 12, SERIES OF 2020 ON REVISED COVID-19 GUIDELINES ON SERVICE CONTINUITY AND PRECAUTIONARY MEASURES IN THE WORKPLACE**

In the exigency of service, all Regional Field Offices (RFOs), bureaus, attached agencies and corporations with offices within Metro Manila shall maintain a workforce of up to 50% of their respective personnel complement. Their satellite or field offices outside Metro Manila shall maintain a workforce of up to 75% of their respective personnel complement.

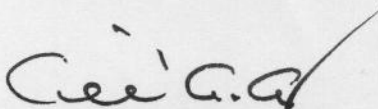
All other Regional Field Offices outside Metro Manila shall maintain a workforce of up to 75% of their respective personnel complement.

Heads of these offices shall submit the list of their abovementioned workforce to Atty. Roland A. Tulay, OIC-Director, Administrative Service and Head of Secretariat, Service Continuity Planning and Management Team (SCPMT) at [rolandtulay@yahoo.com](mailto:rolandtulay@yahoo.com).

This Order supersedes all other inconsistent orders and shall remain in force until April 30, 2020.

For your strict and immediate compliance.

Done this 21<sup>st</sup> day of APRIL 2020.

  
**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
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with prosperous farmers and fisherfolk*

