



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

13 May 2020

**MEMORANDUM**

**TO : ALL HEADS OF OFFICES IN THE DEPARTMENT OF AGRICULTURE – CENTRAL OFFICE**

**FROM : THE UNDERSECRETARY FOR ADMINISTRATION AND FINANCE AND CHAIRPERSON, SERVICE CONTINUITY PLANNING AND MANAGEMENT TEAM**

**SUBJECT : SURVEY FOR WORKFORCE SHUTTLE SERVICES**

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In view of the projected further expansion of our workforce reporting to official stations as we transition from the Enhanced Community Quarantine, you are hereby requested to submit to the General Services Division (GSD) the following:

1. Schedules of the respective workforce along with the complete address and contact details on a weekly basis (cut-off for the submission is every Thursday); and
2. The total number and schedule of personnel per office that will report to work taking into consideration the social distancing standards.

This survey serves as guide in drafting our recommendations given the Department's limited number of vehicles for shuttle service.

Please be reminded that the Transportation Allowance (TA) shall not be granted to officials/employees who will avail of the shuttle services that will be provided subject to existing accounting and auditing rules and regulation.

For your immediate compliance,

**USEC. ROLDAN G. GORGONIO**

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Office of the Undersecretary for Administration and Finance  
Department of Agriculture

*A food-secure Philippines*

*with prosperous farmers and fisherfolk*

