



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

September 17, 2020

MEMORANDUM

FOR : **ALL HEADS OF OFFICE (DIVISIONS, SERVICES, PROGRAMS, PROJECTS, OTHER UNITS), DEPARTMENT OF AGRICULTURE (DA) CENTRAL OFFICE**

FROM : **CHAIRPERSON, SERVICE CONTINUITY PLANNING AND MANAGEMENT TEAM**

SUBJECT : **SUBMISSION OF WORK SCHEDULE**

In view of the August 31, 2020 announcement of the President that the National Capital Region shall remain under General Community Quarantine (GCQ) until September 30, 2020 and the conclusion of the period of the Partial Lockdown at the Department Central Office – Main Compound, and as affirmed by the Secretary during the Management Committee Meeting held on September 16, 2020 --

1. In terms of work arrangement, the DA Central Office shall have reverted back to the **50% On-site - 50% Work-from-Home with a Two-Week Rotation Scheme, with the following parameters:**
 - (a) **Starting point for determining 50% of the work complement:** Total number of work complement (organic and COS personnel), with Heads of Services being afforded the discretion to determine if the 50-50 distribution shall be implemented on a per division or per service level, on the condition that the delivery of services is not compromised;
 - (b) Personnel below 21 years old or are 60 years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including those who reside with the aforementioned, and are residing in areas placed under GCQ may be required to report for on-site work **only when their services on-site are INDISPENSABLE**. When so required to report to work on-site, if these vulnerable personnel are nevertheless unable to or would rather stay home, they shall be advised to apply for leave and/or use their respective leave credits, for the purpose. In any event, they will be considered absent, with or without leave;
 - (c) Those not belonging to the vulnerable staff category shall report to work during their assigned on-site work shift or will otherwise be considered absent;
 - (d) **Without limitation to the foregoing, all staff on a WFH shift are required to be on stand-by and be on-call (to report to work on-site) as the exigency of service may so require;**

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- (e) It is understood that the 50% work complement threshold may not be achieved by reason of qualifications relative to vulnerable individuals (e.g. 60 years of age and above) and the unavoidable limitations attendant to the situation where personnel are tested positive for the SARS-CoV-2, where protocols require them to go on quarantine or treatment, if necessary and their close contacts to undergo quarantine themselves. **In these situations, the on-call arrangement with respect to those supposed to be working remotely will provide for any exigency at the offices concerned;**
- (f) As a rule, the 50%-50% rule shall not apply to the Agribusiness and Marketing Assistance Services (AMAS), which shall be in full operation. This shall be without prejudice to the application of the rule for the protection of vulnerable personnel as laid out under item (b) above.

Accordingly, all heads of divisions, services, offices, units (including programs) are directed to submit the work schedules of their respective staff for the **workdays starting September 14, 2020** in accordance with the following two-week rotation scheme:

	STAFF TO RENDER WORK ONSITE	STAFF TO RENDER WORK REMOTELY (Work-from-Home/ON CALL TO REPORT ONSITE AS NECESSARY)
September 14 to 27	WORK GROUP A 1. xx 2.	WORK GROUP B 1 xx 2.
September 28 to October 11	WORK GROUP B	WORK GROUP A
Etc.		

The shifting shall be applied while the GCQ persists to be the quarantine classification implemented in the NCR (i.e. including the period for the possible extension of the GCQ) and even during the period where the region is downgraded to Modified General Community Quarantine (MGCQ), subject to rules prescribing different, especially stricter, work arrangements as may henceforth be issued by proper agencies of the government including the Civil Service Commission.

Please submit the required **Work Schedules** using the attached template (Annex "A") to the Service Continuity Planning and Management Team (SCPMT) through the email addresses indicated below, **not later than 12:00 p.m September 21, 2020. LATE SUBMISSIONS SHALL BE CONSIDERED NON-COMPLIANCE.**

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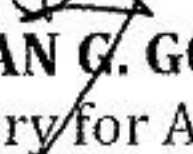


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**Office of the Undersecretary for
Administration and Finance and
SCMT Chair (Send the
submission in BOTH E-MAIL
ADDRESSES)**

usecg.dacentral@gmail.com
mabel.arias@gmail.com

For strict and immediate compliance.


USEC. ROLDAN C. GORGONIO
Undersecretary for Administration & Finance



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Office of the Undersecretary for Administration and Finance
Department of Agriculture

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ANNEX A

WORK SCHEDULE REPORT
(From September 14, 2020)

I. Basic Data

A. NAME OF OFFICE (Office/ Service / Division / Unit)	
B. TOTAL NUMBER OF PERSONNEL (Organic and Contract of Service)	
C. DATE SUBMITTED	

II. Work Schedule

DATE	STAFF TO RENDER WORK ON-SITE	STAFF ON WORK-FROM HOME ARRANGEMENT	REMARKS
September 14 - 18; September 21-25	(List Names) - indicate if organic or COS and position	(List Names)	(e.g. percentage of skeleton workforce / total personnel complement)
Sept. 28 - October 2; Oct. 5 - 9	If the same / similar - merely indicate such fact	If the same / similar - merely indicate such fact	

Submitted by:

SIGNATURE OVER PRINTED NAME

Position/Designation, Office

Recommending for Approval:

USEC. ROLDAN G. GORGONIO

Undersecretary for Administration and
Finance / SCPMT Chairperson

Approved:

WILLIAM D. DAR, Ph.D.

Secretary

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