



Republic of the Philippines
OFFICE OF THE SECRETARY
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1100 Quezon City

DEPARTMENT OF AGRICULTURE

in replying pls cite this code :
For Signature: S-11-21-0487
Received : 11/17/2021 04:02 PM

ADMINISTRATIVE ORDER

No. 29

Series of 2021

SUBJECT: IMPLEMENTATION OF 100% ON-SITE REPORTING AT THE DEPARTMENT OF AGRICULTURE (DA-CENTRAL OFFICE, BUREAUS, ATTACHED AGENCIES AND CORPORATIONS AND REGIONAL FIELD OFFICES)

World data on Covid-19 has shown global decline in total case and deaths. Likewise, reports of the Philippines Department of Health (DOH) show continuous decline in active cases nationwide and daily positivity rate. Further, the vaccination status of employees of Department of Agriculture-Central Office (DA-CO) is 97.84% or 1,142 employees are fully vaccinated as of this date.

Section 5(6) of the Guidelines on the Pilot Implementation of the Alert Level System for Covid-19 Response in the National Capital Region set a minimum limit of 50% on-site capacity and no maximum limit. Under these circumstances, the Department of Agriculture will implement a 100% on-site reporting of all its officials and employees.

- 1. WORK ARRANGEMENTS** -Work in all working days shall be 100% on-site. Work arrangement for employees with serious comorbidities as certified by a physician may be treated on a case to case basis upon the recommendation of their immediate supervisors and endorsement of the Chairperson of the Service Continuity and Planning Management Team (SCPMT) for the approval of the Secretary.
- 2. FLEXIBLE WORKING HOURS** - The previously allowed sliding flexi-time from 7:00 to 10:00 A.M. (DA AO No. 04, Series of 2021) for permanent employees shall be reverted to 7:00 A.M. to 9:00 A.M. On the other hand, personnel under Contract of Service (COS) are required to report during regular office hours of 8:00 A.M.-5:00 P.M.

Tardiness, undertime and absences shall be deducted from the leave credits of the permanent employees while for COS personnel, deductions shall be made from their salaries.

- 3. UNVACCINATED EMPLOYEES** - In compliance with the new directive of the Inter Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) dated November 15, 2021, COVID-19 vaccination shall be required for employees doing on-site work, both public and private, where there are enough supplies of COVID-19 vaccines effective December 1, 2021. However, unvaccinated employees may not be terminated but they shall be required to undergo regular RT-PCR testing or antigen tests, at their own expense. The RT-PCR/antigen negative test results must be submitted every Monday of the week before they are allowed to report to their respective offices.

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4. HEALTH PROTOCOLS – Necessary health protocols shall be observed such as wearing of face mask, frequent handwashing/sanitizing and physical distancing at all times.

This Administrative Order shall take effective immediately. Any other issuances inconsistent herewith are the deemed superseded or revoked accordingly.

Done on this 17th day of November 2021.

WILLIAM D. DAR, Ph.D.
Secretary



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