



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

July 19, 2020

**MEMORANDUM FROM THE SECRETARY**

**To :** ALL DA CENTRAL OFFICE OFFICIALS AND EMPLOYEES  
ALL CONTRACT OF SERVICE PERSONNEL

ALL OFFICES WITHIN DA-CENTRAL OFFICE COMPOUND  
(PCAF, PHILFIDA, BAFE, PRDP-NPCO, CSC AND COA)

**Subject:** NOTICE OF WORK SUSPENSION ON JULY 20-24, 2020 AT  
THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE

---

In line with the Department of Agriculture's commitment for the continuing delivery of services and to ensure safety of the workforce amid the recent development of the threat of COVID-19, the work in the DA-Central Office shall be suspended **on July 20-24, 2020**.

This measure is to facilitate the extensive and thorough disinfection of all buildings and offices inside the DA Central compound as well as installation of administrative and engineering precautionary measures against COVID-19.

Also, this will afford all personnel reporting in the DA Central Office a fourteen-day quarantine period in view of recent reports of individual/s tested positive for COVID-19.

To ensure service continuity and continued operations, all are expected to be on-call and accessible via Information Technology (IT) applications (i.e. e-mail, video conferencing, teleconferencing). As such, all Heads of offices shall likewise provide work-from-home assignments to their respective staff and ensure timely and quality submission.

For strict compliance.

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

*A food-secure Philippines*  
with prosperous farmers and fisherfolk

