



June 14, 2021

MEMORANDUM

TO : ALL SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) NATIONAL PROGRAM MANAGEMENT OFFICE (NPMO) SAAD NPMO PERSONNEL

FROM : PROGRAM DIRECTOR, SAAD

SUBJECT : IMPLEMENTATION OF THE 50% WORK-ON-SITE (WOS) ROTATION AS ALTERNATIVE WORK ARRANGEMENT (AWA) AND MANDATORY 5 DAY QUARANTINE PERIOD (QP) FOR ALL PERSONNEL WHO WILL RETURN FROM AN OFFICIAL TRAVEL

In compliance to the Memorandum Circular No. 86 Series of 2021 (Ensuring Compliance of Government Agencies and Instrumentalities with Health Protocols Applicable to their Workplaces During the State of the Public Health Emergency, and for other Purposes) and to ensure the continued safety of SAAD NPMO personnel, please be guided by the following additional policies:

POLICY	REMARKS
80% attendance for Administrative and Procurement Unit (Non-Technical Personnel).	➤ Since there are only 5 personnel to cover the admin and procurement services.
Maintain 50 % work-on-site rotation as alternative work arrangement (AWA) for Technical Personnel.	➤ Every Unit/sub-unit shall maintain the following number of WOS staff (PME:4, COMMS:2/3, IT:1). ➤ Annex A will serve as work schedule guide for all personnel
Mandatory 5 Calendar Days QP.	➤ WOS personnel who are on official travel shall require to undergo 5 calendar days' mandatory quarantine upon return. ➤ Work- From- Home (WFH) personnel who are on official travel shall require to undergo 5 calendar days' mandatory quarantine upon return. ➤ Every Unit/sub-unit head shall come up with a ready replacement (alternate staff) in lieu of the personnel who will be on official travel and will eventually undergo the required 5 calendar days quarantine period, thereafter. ➤ The 5 calendar days counting will be based on the official end of travel.



<p>Personnel who undergo 5 calendar days mandatory QP shall automatically report on the remaining day/s of the week and/or the following week after the QP.</p>	<ul style="list-style-type: none"> ➤ This covers WOS and WFH personnel who undergo 5 calendar days quarantine period. ➤ In case of health concerns, he/she will inform the Health and Safety Officer (HSO) and continue the QP up to 14 days. However, he/she should submit a medical certification for reference of the HSO. ➤ He/she also will go for a mandatory swabbing (RT-PCR).
<p>All WFH personnel shall always be available anytime to go work –on-site or to go on official travel as requires by the office.</p>	<ul style="list-style-type: none"> ➤ Failure to comply shall means no compensation for the Contract of Service (COS) employees, while a Leave of Absence (LOA) shall be filed for the permanent employees. ➤ The work from home policy of all personnel is NOT work from outside of Metro Manila. ➤ In cases this cannot be avoided (e.g. family obligation, emergency cases), the personnel should seek clearance from the office of the Director (OD) as endorsed by his/her Unit/Sub-unit head of his/her intention of working outside Metro Manila while at WFH arrangements. ➤ If granted, he/she will undergo 5 calendar days QP and no compensation for the COS employees, while a Leave of Absence (LOA) shall be filed for the permanent employees before reporting to the office.
<p>Any government transaction such as that of GSIS, SSS, Philhealth, and BIR shall be done during your WFH schedule.</p>	<ul style="list-style-type: none"> ➤ The work – hours onsite must be well- spent to accomplish the tasks you are expected to deliver for that period ➤ The work hours onsite must be flexible from the time you in and out which will be 8 hrs.

The QP will be used by the concerned personnel (Technical and Non-Technical) to monitor his health condition since there is probable exposure from the coronavirus and from people infected or suspected of being infected. The 5 calendar days QP will also serve as a precautionary measure to continue preventing the spread of the COVID-19 infection in our workplace, considering further that the new COVID-19 variants have high transmission rates.

The Unit/Sub-unit Heads must ensure that deliverables of staff on work-from-home (WFH) arrangements during the said period are agreed upon and their accomplishments monitored. Everyone is also reminded to make themselves available in all forms of communication whether through phone, electronic mail, messaging and other means of communication.





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

In addition, everyone is reminded to observe strict compliance to the assigned on-site work schedule. Failure to comply with the assigned on-site work schedule simply means no compensation for the COS employees, while a Leave of Absence (LOA) shall be filed for the permanent employees. The rule on absences during holidays shall apply for COS personnel, wherein he must be present before and after the holiday for him to be compensated. If an employee fails to comply due to issues related to health, he should immediately notify the management.

Let us continue to be safe and vigilant and observe all the safety protocols that the government has issued whether in the workplace and at home.

All previous orders, memoranda and issuances or parts thereof which are inconsistent with this Memorandum are hereby repealed, amended, or modified accordingly. The other policies not affected thereby shall remain valid and subsisting.

This Order shall take effect immediately June 21, 2021 and shall remain in force until revoked in writing.

For guidance and strict compliance.

Thank you.

MYER G. MULA, Ph. D.

3/3

A food-secure Philippines
with prosperous farmers and fisherfolk





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

ANNEX A. SKELETAL WORKFORCE ON-SITE

No.	June 21- 25	NO.	June 28 to July 2
Planning, Monitoring & Evaluation Group			
1	Katherine A. Angeles	1	Darwin A. Pamatmat
2	Ashley Mae A. Apigo	2	Abigail De la Cruz
3	Kit Jasper N. Gopela	3	Jacquelyn M. Rebusit
4	Quincel E. Ramos	4	Ian Kevin M. Sevilla
PR and Communications Group			
5	Jhomai S. Canlas	5	Natalianne Marie O. Delos Reyes
6	Andrea M. Ragot	6	Jessa Mae D. Gabon
7	Jennifer A. Valcobero		
IT Group			
8	Thoburn S. Gustilo Jr.	7	Randy C. Ocampo
Administrative and Procurement Group			
9	Edmer N. Abanto	8	Jemiema D. R. Arro
10	Juliet F. Cruz	9	Edmer N. Abanto
11	Martin German D. Biter	10	Martin German D. Biter
12	Ronald M. Manabat	11	Ronald M. Manabat

A food-secure Philippines

with prosperous farmers and fisherfolk

