



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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Reference No. 2025- 284
June 09, 2025

MEMORANDUM FROM THE OIC-DIRECTOR

TO : ALL DA-BAR EMPLOYEES

SUBJECT : GUIDELINES FOR WORK FROM HOME (WFH) AND SKELETON WORKFORCE ARRANGEMENT ON JUNE 11 AND 13, 2025

In light of the scheduled network firewall migration and potential downtime on June 11 and 13, 2025, the bureau shall adopt a **Flexiplace Work-from-Home** and **Skeleton Workforce** arrangement on the aforementioned dates to ensure uninterrupted public service, with the following guidelines:

- I. For those who will be adopting the **Flexiplace (WFH) Arrangement** on June 11 and 13, 2025, the following shall apply:
 - **Time Documentation:** All personnel (permanent and COS) must log in and out through the time-in/time-out system managed by the Knowledge Management and Information Systems Division - Information Management Section. This is to ensure accurate attendance monitoring in compliance with CSC, DBM, and COA regulations.
 - **Work from Home Accomplishment Report:** Submit a WFH accomplishment report using the DA-BAR prescribed format. Electronic copies can be requested from the HRMU.
 - **Flexitime Options:** Staff may choose either of the following schedules:
 - 7:00 AM to 4:00 PM, or
 - 8:00 AM to 5:00 PM.

NOTE: Personnel (whether permanent or COS) whose official duties and responsibilities are not covered by the allowed tasks to be accomplished outside the office (please refer to Annex A), may **EITHER** adopt the **Flexitime** work arrangement or **observe the core time** of reporting to office from **8:00 AM to 5:00 PM**. This is applicable mostly to the drivers and administrative staff.

- II. For those who will be assigned as the **Skeleton Workforce**, the following shall apply:
 - Division and Unit heads must ensure adequate staffing levels, with at least one personnel member assigned and reporting to their respective divisions, units, or offices. A detailed list of the Skeleton Workforce composition should be submitted to the **AFD-HRMU (hrmu@bar.gov.ph)** on or before **June 10, 2025, 12:00 NN**.
 - Skeleton personnel are authorized to utilize Flexitime—either from 7:00 AM to 4:00 PM or 8:00 AM to 5:00 PM. However, they must ensure that at least one staff member is present at their station during the core hours of 8:00 AM to 5:00 PM to maintain operational continuity at the Bureau.

For your information and compliance.

JOELL H. LALES, RAgri, MTM
OIC-Director



ANNEX A

Tasks that may be allowed to be accomplished outside the office:

1. Research;
2. Policy formulation/review/amendment;
3. Project work, including but not limited to, drafting of proposal/project/studies/training modules;
4. Data encoding/processing;
5. Adjudication of cases or review of cases, including legal work;
6. Budget planning and forecasting;
7. Recording, examination and interpretation of financial records and reports;
8. Evaluation and formulation of accounting, auditing and management control systems;
9. Computer programming;
10. Database maintenance;
11. Design work/drafting of drawing plans;
12. Preparation of information materials;
13. Sending/receiving emails;
14. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case may be; and
15. Other analogous tasks which require the use of a computer and the world wide web (internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of the office or management in general.

