



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**

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November 19, 2021

**OFFICE ORDER**

No. 41  
Series of 2021

**TO : ALL FPA OFFICIALS AND EMPLOYEES  
This Office**

**SUBJECT : IMPLEMENTATION OF 100% ON-SITE REPORTING**

Pursuant to the Department of Agriculture Administrative Order No. 29, Series of 2021 dated November 17, 2021, and with the observance of the global large decline of COVID 19 cases and death based on the trend which has been observed since month of August 2021, this agency has decided to adopt new guidelines for work arrangements.

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 in a minimum limit of 50% on-site capacity and no maximum limit. Under these circumstances, this agency 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 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 Disease (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.

<sup>(OFFICE ORDER)</sup>  
This Memorandum shall take effect immediately. Any other issuances inconsistent herewith are deemed superseded or revoked accordingly.

  
**WILFREDO C. ROLDAN**  
Executive Director



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