



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**  
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April 5, 2021

**OFFICE ORDER**  
**NO. 11**  
**Series of 2021**

**SUBJECT : ALTERNATIVE WORK ARRANGEMENT DURING THE ENHANCED COMMUNITY QUARANTINE FROM APRIL 5-11, 2021 AT THE CENTRAL OFFICE AND AFFECTED REGIONAL FIELD UNITS**

Pursuant to the Inter-Agency Task Force for the Management of Emerging Infectious Disease Resolution No. 108-A, Series of 2021 dated April 4, 2021, extending the Enhanced Community Quarantine to April 11, 2021 in the provinces of Bulacan, Cavite, Laguna and Rizal together with the highly urbanized cities of the National Capital Region, and the municipality of Pateros, the Alternative Work Arrangement of the personnel listed in 'Annex A' shall be implemented following the Civil Service Commission Memorandum Circular 18 s. 2020 or *"Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic."*

The personnel are required to submit a weekly accomplishment report to their supervisors through email and other collaborative tools using the internet. Each employee is hereby directed to always follow the precautionary measures in the workplace such as the observance of mandatory thermal scanning, wearing of face masks, proper handwashing and use of sanitizers or alcohol, and social distancing. Similarly, employees shall observe proper health and safety protocols while working at home.

This Order shall take effect immediately and supersedes all other orders inconsistent herewith. This shall remain in force until the end of Enhanced Community Quarantine (ECQ).

  
**WILFREDO C. ROLDAN**  
Executive Director

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## ANNEX "A"

## LIST OF PERSONNEL AND ITS ALTERNATIVE WORK ARRANGEMENT

**Division: OFFICE OF THE EXECUTIVE DIRECTOR (OED)**

<b>Name</b>	<b>April 5 (Mon)</b>	<b>April 6 (Tue)</b>	<b>April 7 (Wed)</b>	<b>April 8 (Thu)</b>
Napoles, Shanelle	WFH	WFH	SW	WFH
Palcutilo, Anjaneth	SW	WFH	WFH	SW
Mayuga, Ronalyn	WFH	WFH	WFH	WFH
Constantino, Alleyn Ross	WFH	SW	WFH	WFH
Sotto, Kristine Joy	WFH	WFH	WFH	SW
Barretto, Rea	WFH	WFH	SW	SW
Gonzales, Iara Charisse	SW	WFH	WFH	WFH
Boloron, Mary Rose	WFH	SW	SW	WFH
Omandac, Conrad Lasker	WFH	WFH	WFH	SW
Lorenzana, Jr., Eduardo	SW	SW	SW	SW

**Legend:** SW – Skeleton Workforce; WFH – Work-from-Home;  
ML – Maternity Leave SL – Sick Leave

**Division: FINANCE AND ADMINISTRATIVE DIVISION (FAD)**

Name	April 5 (Mon)	April 6 (Tue)	April 7 (Wed)	April 8 (Thu)
Oliveros, Maria Theresa	WFH	WFH	WFH	WFH
Baysa, Jonsie	WFH	WFH	WFH	WFH
Flavier, Madonna Bella	SW	SW	WFH	WFH
Masada, Clarence	SW	SW	WFH	WFH
Dacut, Aizel	SW	SW	WFH	WFH
Tomimbang, Gina	WFH	WFH	WFH	WFH
Joven, Zandrally	SW	SW	WFH	WFH
Almoite, Rachelle	SW	SW	WFH	WFH
Limun, Marc	SW	SW	SW	WFH
Ponce, Ronald	SW	SW	SW	WFH
Guardiano, Genalyn	SW	WFH	SW	SW
Elcano, Divine Hyacinth	WFH	WFH	SW	SW
Erasmus, Angelica	WFH	SW	WFH	SW
Esparas, El John	SW	SW	WFH	WFH

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Name	April 5 (Mon)	April 6 (Tue)	April 7 (Wed)	April 8 (Thu)
Ranola , Jonalyn	WFH	WFH	SW	SW
Rojas, Julieta	SW	WFH	SW	WFH
Taniajura, Ranulfo	WFH	WFH	WFH	WFH
Pabiona, Peter	SW	SW	SW	SW
Limun, Rodel	SW	SW	SW	SW
Ong, Ernesto	SW	SW	SW	SW
Salaum, Aiza	WFH	WFH	WFH	WFH
Guillermo, Labiano	SW	SW	WFH	WFH
Salomon, Fran	SW	SW	WFH	WFH
Figueroa, Jianne	WFH	WFH	SW	SW
Mendoza, Jorelyn	SW	SW	WFH	WFH

**Division: PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)**

Name	April 5 (Mon)	April 6 (Tue)	April 7 (Wed)	April 8 (Thu)
De Leon, Digna	WFH	WFH	WFH	WFH
Ramos, Errol John	SW	WFH	WFH	WFH
Layag, Ivan	WFH	WFH	WFH	WFH
Domondon, Alvin	SW	SW	SW	WFH
Anareta, John Rajah	SW	SW	WFH	WFH
Tahilan, Jaylord	WFH	WFH	SW	SW
Gonzales, Aleni Peach	WFH	WFH	WFH	WFH
Guardiano , Bernadette	WFH	WFH	WFH	WFH
Bacarisas , Mirasol	WFH	SW	SW	SW
Gandecilla, Mark John	WFH	WFH	WFH	SW
Japon, Leonora	SL	SL	SL	SL

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**Division: PESTICIDE REGULATIONS DIVISION (PRD)**

Name	April 5 (Mon)	April 6 (Tue)	April 7 (Wed)	April 8 (Thu)
Romualdez, Jacqueline	WFH	WFH	WFH	WFH
Carmona, Bella Fe	SW	SW	WFH	WFH
Sibal, Alisa	WFH	WFH	SW	WFH
Minguez, Kriz Ann Joi	WFH	SW	SW	WFH
Molina, Marc Samuel	WFH	WFH	WFH	WFH
Rivera, Jayar	SW	SW	WFH	WFH
Dumlao, Nancy	WFH	WFH	SW	SW
Obena, Carlo	WFH	WFH	SW	SW
Miranda, Carina	WFH	WFH	WFH	SW
Solomon, Allan Jay	SW	SW	WFH	WFH
Palcutelo, Mark Robin	SW	WFH	SW	WFH
Datuin, Ricajen	SW	WFH	WFH	SW
Tolero, Jonalyn	WFH	SW	WFH	SW

**Division: LABORATORY SERVICES DIVISION**

Name	April 5 (Mon)	April 6 (Tue)	April 7 (Wed)	April 8 (Thu)
Sahagun, Jerolet	WFH	SW	WFH	WFH
Bugarin, Angelo	SW	WFH	WFH	WFH
Tecson, Sharmaine	WFH	WFH	SW	SW
Berjuega, Paul Kristian	SW	SW	WFH	WFH
Gacutan, Erica Mae	SW	SW	WFH	WFH
Oabel, Alvin	SW	WFH	SW	WFH
Puno, Jessica Kay	WFH	WFH	WFH	SW
Bautista, Feliona	WFH	WFH	WFH	WFH
Cajucum, Nadia Mae	WFH	SW	SW	SW
Narvadez, Darwin	WFH	WFH	SW	SW
Sambo, Kaezell Anne	VL	VL	VL	VL
Dongaol, Gina	ML	ML	ML	ML

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**Unit: FIELD OPERATIONS COODINATING UNIT**

Name	April 5 (Mon)	April 6 (Tue)	April 7 (Wed)	April 8 (Thu)
Alcaide, Suzettie	WFH	WFH	WFH	WFH
Pollisco, Wilbert Newton	SW	SW	SW	SW
Perlado, Elizabeth	WFH	WFH	WFH	WFH
Conde, Lourdes	WFH	WFH	WFH	WFH
Calapatia, Edward Allen	WFH	WFH	WFH	WFH
Cadayday, Hazel	WFH	SW	SW	SW
Requilman, Mark Glenn	SW	SW	SW	WFH
Malana, Amado	WFH	WFH	WFH	WFH

**Unit: REGIONAL FIELD UNIT III AND IV**

Name	April 5 (Mon)	April 6 (Tue)	April 7 (Wed)	April 8 (Thu)
Larga, Mark Nicky	SW	SW	SW	SW
Rojo, Allan Jade	SW	WFH	WFH	WFH
Gutierrez, Grace Palo	WFH	SW	SW	SW
Valdez, Roel	SW	SW	SW	WFH

**Division: FERTILIZER REGULATIONS DIVISION**

Name	April 5 (Mon)	April 6 (Tue)	April 7 (Wed)	April 8 (Thu)
Lansangan, Julieta	FL	FL	FL	FL
Reyes, Rowena	SW	WFH	WFH	SW
Querejero, Maribel	WFH	WFH	SW	SW
Deblois, Marlo	SW	SW	WFH	WFH
Lagance, Ma. Regina	WFH	WFH	WFH	WFH
Apostol, Jane	WFH	WFH	WFH	WFH
Binobo, Sierlene	WFH	WFH	WFH	WFH
Salita, Mark Kevin	WFH	WFH	SW	SW
Lariosa, Rea	WFH	SW	SW	WFH
Suyat, Ma. Fe	SW	WFH	WFH	SW
Floria, Christian	SW	SW	WFH	WFH

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