Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.
Tel. Nos. 8920-8573, 8441-1601, 8922-3368
E-mail add: fpacentral77@gmail.com | Website: http://fpa.da.gov.ph

February 15, 2022

OFFICE ORDER
No. 14
Series of 2022

SUBJECT : ALTERNATIVE WORK ARRANGEMENT DURING ALERT LEVEL 2 AND 3

Pursuant to the Inter-Agency Task Force for the Management of Emerging Infectious Disease Resolution No. 161 – A classifying the National Capital Region under Alert Level 2 and most parts of Luzon, Visayas and Mindanao and Alert Level 3 in Visayas (Iloilo City, Iloilo Province, Guimaras) and Mindanao (Zamboanga City, Davao de Oro, Davao Occidental and South Cotabato) beginning February 16-28, 2022, the Alternative Work Arrangement of the personnel listed in 'Annex A' shall be implemented from February 16 to 28, 2022 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.*

Personnel under work-from-home arrangement are required to be on stand-by and be on-call as the exigency of service may so require. They shall always be available anytime to go work onsite or to go on official travel as required by the office. Moreover, they are reminded to make themselves available in all forms of communications whether through phone, electronic mail, messaging and other means of communications and submit an accomplishment report during the said schedule. Failure to comply shall mean no compensation for contract of service (COS) employees, while leave of absence (LOA) shall be filed for the permanent employees.

This Order shall take effect immediately and shall remain in force until the lifting of Alert Level 2 and 3 classification.

For your guidance.

WILFREDO C. ROLDAN
Executive Director

ANNEX "A"

A. CENTRAL OFFICE

Division: Office of the Executive Director (OED)

Name	Feb. 16 (Wed)	Feb. 17 (Thurs)	Feb. 18 (Fri)
Roldan, Wilfredo C.	SW	WFH	SW
Mula, Myer G.	Official Travel		
Divinagracia, Eric C.	SW	SW	SW
Pabalate-Aquino Janelyn I.	SW	SW	WFH
Napoles, Shanelle T.	WFH	SW	SW
Palcutilo, Anjaneth B.	SW	SW	SW
Sotto, Kristine Joy M.	SW	SW	SW
Napoles, Vian Gayzel	SW	SW	SW
Barretto, Rea O.	SW	SW	SW
Maribojoc, Loinel K.	SW	SW	SW
Constantino, Alleyn Ross T.	SW	SW	WFH
Marzan, CJ	Official Travel		SW
Verba, Albren M.	SW	SW	SW
Lorenzana, Eduardo	SW	SW	SW
Yabao, David P.	SW	SW	SW
Gabon, Jessa Mae	WFH	WFH	WFH

Name	Feb. 21 (Mon)	Feb. 22 (Tue)	Feb. 23 (Wed)	Feb. 24 (Thu)	Feb. 25 (Fri)	Feb. 28 (Mon)
Roldan, Wilfredo C.	SW	WFH	Official Travel		HOLIDAY	SW
Mula, Myer G.	SW	SW	SW	SW		SW
Divinagracia, Eric C.	WFH	SW	SW	SW		SW
Pabalate-Aquino Janelyn I.	WFH	SW	SW	SW		WFH
Napoles, Shanelle T.	SW	SW	SW	WFH		WFH
Palcutilo, Anjaneth B.	SW	SW	WFH	SW		SW
Sotto, Kristine Joy M.	SW	WFH	SW	SW		SW
Napoles, Vian Gayzel	WFH	SW	SW	SW		WFH
Barretto, Rea O.	SW	SW	WFH	SW		SW
Maribojoc, Loinel K.	SW	WFH	SW	SW		SW
Constantino, Alleyn Ross T.	SW	SW	SW	WFH		SW
Marzan, CJ	SW	SW	SW	SW		SW
Verba, Albren M.	SW	SW	SW	SW		SW
Lorenzana, Eduardo	SW	SW	SW	SW		SW
Yabao, David P.	SW	SW	SW	SW		SW
Gabon, Jessa Mae	SW	SW	WFH	WFH		WFH

Legend:
SW – Skeleton Workforce
ML – Maternity Leave
VL – Vacation Leave
WFH – Work-from-Home
SL – Sick Leave
STL – Study Leave

Division: Finance and Administrative Division (FAD)

Name	Feb. 16 (Wed)	Feb. 17 (Thurs)	Feb. 18 (Fri)
Tomimbang, Gina C.	SW	SW	SW
Oliveros, Maria Theresa B.	WFH	SW	SW
Baysa, Jonsie D.	SW	SW	SW
Flavier, Madonna Bella C.	SW	SW	WFH
Erasmo, Angelica N.	SW	SW	SW
Guardiano, Bernadette I.	SW	SW	SW
Dacut, Aizel M.	SW	SW	SW
Ginez, Shiena Mae P.	SW	SW	SW
Ballega, Mary Ann B.	SW	SW	SW
Mayuga, Ronalyn R.	SW	SW	SW
Atienza, Shiena Lyn D.	SW	SW	SW
Natividad, Pious Elwin L.	SW	SW	SW
Almoite, Rachelle D.	SW	SW	SW
Limun, Marc C.	SW	SW	SW
Ponce, Ronald P.	SW	SW	SW
Inocencio, Eramae V.	SW	SW	SW
Mendoza, Jorelyn D.	SW	SW	SW
Elcano, Divine Hyacinth E.	SW	SW	SW
Rojas, Julieta R.	SW	SW	SW
Marzan, Olivia R.	SW	SW	SW
Esparas, El John M.	SW	SW	SW
Figueroa, Jianne C.	SW	SW	SW
Ranola, Jonalyn B.	Maternity Leave		
Serbito, Efren D.	SW	SW	SW
Baje, Harold A.	SW	SW	SW
Barcelona, Jayson E.	SW	SW	SW
Taniajura, Ranulfo T.	Sick Leave		
Pabiona, Peter P.	SW	SW	SW
Limun, Rodel C.	SW	SW	SW
Ong, Ernesto C.	SW	SW	SW
Malana, Amado A.	SW	SW	SW
Doctolero Rogelio jr. E	SW	SW	SW
Escudero, John Gerald, H.	SW	SW	SW
Sahipa, Ferdausia A.	SW	SW	SW
Detoyato, Cristopher B.	SW	SW	SW
Mangilaya, Leneile R.	SW	SW	SW

Division: Finance and Administrative Division (FAD)

Name	Feb. 21 (Mon)	Feb. 22 (Tue)	Feb. 23 (Wed)	Feb. 24 (Thu)	Feb. 25 (Fri)	Feb. 28 (Mon)
Tomimbang, Gina C.	SW	SW	SW	WFH		SW
Oliveros, Maria Theresa B.	FL	SW	SW	WFH		SW
Baysa, Jonsie D.	SW	SW	WFH	EL		SW
Flavier, Madonna Bella C.	SW	SW	SW	SW		SW
Erasmo, Angelica N.	SW	SW	WFH	SW		SW
Guardiano, Bernadette I.	SW	SW	SW	WFH		SW
Dacut, Aizel M.	SW	SW	SW	SW		WFH
Ginez, Shiena Mae P.	SW	SW	SW	WFH		SW
Ballega, Mary Ann B.	SW	SW	SW	WFH		SW
Mayuga, Ronalyn R.	SW	SW	SW	SW		SW
Atienza, Shiena Lyn D.	SW	SW	SW	SW		SW
Natividad, Pious Elwin L.	SW	WFH	SW	SW		SW
Almoite, Rachelle D.	SW	SW	SW	SW		SW
Limun, Marc C.	SW	SW	SW	SW		SW
Ponce, Ronald P.	SW	SW	SW	SW		SW
Inocencio, Eramae V.	WFH	SW	SW	SW		FL
Mendoza, Jorelyn D.	SW	SW	SW	SW		SW
Elcano, Divine Hyacinth E.	WFH	SW	SW	SW		WFH
Rojas, Julieta R.	SW	SW	SW	SW	HOLIDAY	SW
Marzan, Olivia R.	WF	SW	SW	SW		WF
Esparas, El John M.	SW	SW	SW	SW		SW
Figueroa, Jianne C.	SW	SW	SW	SW		SW
Ranola, Jonalyn B.	Maternity Leave					
Serbito, Efren D.	SW	SW	SW	SW		SW
Baje, Harold A.	SW	SW	SW	SW		SW
Barcelona, Jayson E.	SW	SW	SW	SW		SW
Taniajura, Ranulfo T.	Sick Leave					
Pabiona, Peter P.	SW	SW	SW	SW		SW
Limun, Rodel C.	SW	SW	SW	SW		SW
Ong, Ernesto C.	SW	SW	SW	SW		SW
Malana, Amado A.	SW	SW	SW	SW		SW
Doctolero Rogelio jr. E	SW	SW	SW	SW		SW
Escudero, John Gerald, H.	SW	SW	SW	SW		SW
Sahipa, Ferdausia A.	SW	SW	SW	SW		SW
Detoyato, Cristopher B.	SW	SW	SW	SW		SW
Mangilaya, Leneile R.	SW	SW	SW	SW		SW

Division: Field Operations Coordinating Unit/National Capital Region (FOCU/NCR)

Name	Feb. 16 (Wed)	Feb. 17 (Thu)	Feb. 18 (Fri)
Calapatia, Edward Allen C.	SW	SW	SW
Conde, Lourdes R.	SW	SW	SW
Umerez, Jan Paolo, E.	SW	SW	SW
Salaum, Vanissa F.	SW	SW	WFH
Requilman Mark Glenn S.	SW	WFH	SW
Cadayday, Hazel B.	WFH	SW	SW

Name	Feb. 21 (Mon)	Feb. 22 (Tue)	Feb. 23 (Wed)	Feb. 24 (Thu)	Feb. 25 (Fri)	Feb. 28 (Mon)
Calapatia, Edward Allen C.	SW	SW	SW	SW	HOLIDAY	WFH
Conde, Lourdes R.	LEAVE	SW	WFH	SW		SW
Umerez, Jan Paolo, E.	SW	SW	SW	SW		SW
Salaum, Vanissa F.	SW	SW	SW	WFH		SW
Requilman Mark Glenn S.	SW	WFH	SW	SW		SW
Cadayday, Hazel B.	SW	SW	SW	SW		SW

Division: Planning, Management, and Information Division (PMID)

Name	Feb. 16 (Wed)	Feb. 17 (Thurs)	Feb. 18 (Fri)
De Leon, Digna M.	WFH	SW	SW
Layag, Ivan P.	STL	STL	STL
Bacarisas, Mirasol O.	SW	SW	SW
Gonzales, Aleni Peach D.	SW	SW	WFH
Valles, Camille-Mai M.	SW	SW	WFH
Ramos, Errol John A.	SW	SW	WFH
Domondon, Alvin B.	SW	SW	SW
Anareta, John Rajah M.	SW	SW	SW
Tahilan, Jaylord Angelo F.	SW	SW	SW
Igbuhay, Aljhon L.	SW	SW	SW
Gandecila, Mark John Y.	SW	WFH	SW
Almasen, Wendycharlene B.	SW	WFH	SW

Division: Planning, Management, and Information Division (PMID)

Name	Feb. 21 (Mon)	Feb. 22 (Tue)	Feb. 23 (Wed)	Feb. 24 (Thu)	Feb. 25 (Fri)	Feb. 28 (Mon)
De Leon, Digna M.	SW	SW	SW	WFH	HOLIDAY	SW
Layag, Ivan P.	STL					STL
Bacarisas, Mirasol O.	SW	WFH	SW	SW		SW
Gonzales, Aleni Peach D.	WFH	SW	SW	SW		SW
Valles, Camille-Mai M.	SW	SW	SW	SW		WFH
Ramos, Errol John A.	SW	SW	WFH	SW		SW
Domondon, Alvin B.	Resigned					
Anareta, John Rajah M.	SW	WFH	SW	SW		SW
Tahilan, Jaylord Angelo F.	WFH	SW	SW	SW		SW
Igbuhay, Aljhon L.	SW	SW	SW	WFH		WFH
Gandecila, Mark John Y.	SW	WFH	SW	SW		WFH
Almasen, Wendy Charlene B.	SW	SW	SW	WFH		SW

Division: Laboratory Services Division (LSD)

Name	Feb 16 (Wed)	Feb 17 (Thu)	Feb 18 (Fri)
Ms. Jerolet C. Sahagun	SW	SW	SW
Mr. Angelo S. Bugarin	SW	SW	SW
Ms. Sharmaine D. Tecson	SW	SW	SW
Mr. Paul Kristian J. Berjuega	SW	SW	SW
Ms. Erica Mae G. Gacutan	SW	SW	SW
Ms. Gina S. Dongaol	SW	SW	WFH
Mr. Alvin R. Oabel	SW	SW	SW
Ms. Jessica Kay M. Puno	SW	SW	SW
Ms. Feliona B. Alip	SW	SW	WFH
Ms. Clairezelle Maclaine I. Cruz	SW	SW	WFH
Ms. Ma. Regina T. Yana	SW	SW	SW
Ms. Nadia Mae A. Cajucom	SW	SW	SW
Mr. Darwin G. Narvadez	SW	SLP	SLP
Ms. Kaezell Anne R. Sambo	SW	SW	SW

Division: Laboratory Services Division (LSD)

Name	Feb 21 (Mon)	Feb 22 (Tue)	Feb 23 (Wed)	Feb 24 (Thu)	Feb 25 (Fri)	Feb 28 (Mon)
Ms. Jerolet C. Sahagun	WFH	SW	SW	SW	HOLIDAY	SW
Mr. Angelo S. Bugarin	SW	SW	SW	WFH		SW
Ms. Sharmaine D. Tecson	SW	SW	SW	SW		SW
Mr. Paul Kristian J. Berjuega	FL	WFH	SW	SW		SW
Ms. Erica Mae G. Gacutan	SW	SW	SW	SW		SW
Ms. Gina S. Dongaol	SW	SW	SW	WFH		SW
Mr. Alvin R. Oabel	SW	SW	SW	SW		SW
Ms. Jessica Kay M. Puno	SW	SW	SW	SW		SW
Ms. Feliona B. Alip	SW	WFH	SW	SW		SW
Ms. Clairezelle Maclaine I. Cruz	SW	SW	SW	SW		SW
Ms. Ma. Regina T. Yana	SW	SW	SW	WFH		SW
Ms. Nadia Mae A. Cajucom	SW	SW	SW	SW		SW
Mr. Darwin G. Narvadez	WFH	SW	SW	SW		SW
Ms. Kaezell Anne R. Sambo	SW	SW	SW	SW		SW

Division: Fertilizer Regulations Division (FRD)

Name	Feb. 16 (Wed)	Feb. 17 (Thu)	Feb. 18 (Fri)	Feb. 21 (Mon)	Feb. 22 (Tue)
Lansangan, Julieta B.	SW	SW	WFH	SW	WFH
Reyes, Rowena C.	SW	SW	SW	WFH	SW
Querejero, Maribel M.	SW	WFH	SW	SW	SW
Deblois, Marlo B.	SW	SW	SW	SW	WFH
Apostol, Jane G.	SW	SW	WFH	SW	SW
Binobo, Sierlene Nicole A.	SW	SW	SW	WFH	SW
Salita, Mark Kevin M.	SW	SW	SW	SW	WFH
Lariosa, Rea T.	SW	WFH	SW	SW	SW
Cuento, Mike P.	SW	SW	WFH	SW	SW
Suyat, Ma. Fe C.	SW	WFH	SW	SW	SW
Floria, Christian	SW	SW	SW	WFH	SW
Abalos, Marie Diane Rizza A.	SW	SW	SW	SW	WFH
Garcia, Jesson	SW	SW	WFH	SW	SW
Cena, Claudette Faye R.	SW	WFH	SK	SW	SW

Division: Fertilizer Regulations Division (FRD)

Name	Feb.23 (Wed)	Feb.24 (Thu)	Feb.25 (Fri)	Feb.28 (Mon)
Lansangan, Julieta B.	SW	SW	HOLIDAY	SW
Reyes, Rowena C.	SW	SW		WFH
Querejero, Maribel M.	SW	WFH		SW
Deblois, Marlo B.	SW	SW		SW
Apostol, Jane G.	SW	WFH		SW
Binobo, Sierlene Nicole A.	SW	SW		WFH
Salita, Mark Kevin M.	SW	SW		SW
Lariosa, Rea T.	SW	WFH		SW
Cuento, Mike P.	SW	SW		SW
Suyat, Ma. Fe C.	SW	WFH		SW
Garcia, Jesson .	SW	SW		WFH
Floria, Christian	SW	SW		SW
Abalos, Marie Diane Rizza A.	SW	SW		SW
Cena, Claudette Faye R.	SW	WFH		SW

Division: Pesticide Regulations Division (PRD)

Name	Feb. 16 (Wed)	Feb. 17 (Thurs)	Feb. 18 (Fri)
Romualdez, Jacqueline M.	SW	SW	SW
Bacayo, Julie Ann	SW	SW	SW
Datuin, Ricajen T.	SW	SW	SW
Dumlao, Nancy Y.	SW	WFH	SW
Maranga, Gabrielle A.	SW	SW	SW
Minguez, Kriz Anne Joi L.	SW	SW	SW
Miranda, Carina A.	SW	SW	SW
Molina, Marc Samuel A.	WFH	SW	SW
Obeña, Carlo	SW	SW	SW
Palcutelo, Mark Robin	SW	SW	SW
Perez, Lovely	SW	SW	SW
Rivera, Jayar V.	SW	SW	WFH
Solomon, Allan Jay E.	SW	SW	SW
Sumalinog, Mary Grace	SW	SW	SW
Tolero, Jonalyn	SW	WFH FOR APPROVAL OF JMR	SW

Division: Pesticide Regulations Division (PRD)

Name	Feb. 21 (Mon)	Feb. 22 (Tue)	Feb. 23 (Wed)	Feb. 24 (Thurs)	Feb. 25 (Fri)	Feb. 28 (Mon)
Romualdez, Jacqueline M.	SW	WFH	SW	SW		WFH
Bacayo, Julie Ann	SW	WFH	SW	SW		SW
Datuin, Ricajen T.	SW	SW	WFH	SW		SW
Dumlao, Nancy Y.	SW	SW	SW	WFH		SW
Maranga, Gabrielle A.	SW	SW	SW	WFH		SW
Minguez, Kriz Anne Joi L.	WFH	SW	SW	SW		WFH
Miranda, Carina A.	SW	SW	WFH	WFH		SW
Molina, Marc Samuel A.	SW	SW	SW	SW	HOLIDAY	SW
Obeña, Carlo	SW	SW	SW	WFH		WFH
Palcutelo, Mark Robin	SW	SW	WFH	SW		SW
Perez, Lovely	SW	SW	On Travel	WFH		WFH
Rivera, Jayar V.	SW	SW	On Travel	WFH		SW
Solomon, Allan Jay E.	SW	SW	SW	SW		WFH
Sumalinog, Mary Grace	SW	WFH	SW	SW		WFH
Tolero, Jonalyn	SW	SW	SW	SW		WFH

B. REGIONAL FIELD UNITS

Work from Home depends on the Alert level declaration.

CAR	
Rogelio B. Tanguid	Rowena F. Billig
Rodell C. Goha-Od	Engr. Agusto M. Nagayang
Beverely A. Lete	

Region I	
Joseph Andre John O. Martinez	Noel M. Tablada
Medardo B. Santiago	Melecio L. Choschos
John Mark Manangan	Marissa S. Pimentel

Region II	
Leonardo A. Bangad	Arwin A. Cardenas
Henry C. Cayaban Jr.	Roselle Anne L. Jose
Keith Vincent I. Mabanag	Noel A. Baliuag Jr.
Robert V. Salvador	Ian Joy Rasalan

Region III	
Romeo Val R. Suguitan, Jr.	William P. Gante
Jerzon M. Lopez	Roel Valdez
Robilyn Sarmiento	Dennis S. Mallari
Quirino T. Baterna	June Ryan M. De Leon

Region IV	
Suzettie M. Alcaide	Mark Nicky S. Larga
Allan Jade V. Rojo	Edmar C. Bundalian
Froilan T. Bañaga	Dexter Oliver O. Leynes
Jocelyn E. Baduyen	Georlene P. Orbista
Grace P. Gutierrez	

Region V	
Gabriel B. Atole	Engr. Ardon Ryan E. Nee-Estuye
Engr. Cris L. Legaspi	Winsor L. Nueva
Engr. Christopher M. Nuñez	Rodny P. Conda
Rosie T. Malazar	

Region VI	
Noel V. Negre	Francis Felimon V. Villamon
Jelmo M. More	Rogelio B. Crespo
Raymund C. Alfor	Ryan G. Gelladula
Emanuel D. Barrida	Carnet P. Lomocso

Region VII	
Arnulfo L. Arausa, Jr.	Andy Cornell G. Bornillo
Jesus A. Muring	Sunday B. Flores
Hannah Xenia Era	

Region VIII	
Francis Salvador B. Costas	Loreto M. Macabio Jr.
Gary M. De la Cruz	Eric C. Castañas
John Mar L. Nosura	Claudette Mae C. Terciño
Mafren Tolibas	

Region IX	
Alex S. Paalisbo	Dionn Mark M. Bohol
Michael P. Tuico	Charlie DC. Limbag
Paulyne Kim M. Alfuente	Arnulfo O. Estrada
Fernand A. Baja	

Region X	
Ma. Sonia C. Calleja	Charles Joseph C. Follosco
Christie D. Lim	Lorna S. Sajol
Romnick N. Boctot	Vilma C. Cubao

Region XI	
Marrisa G. Napalit	Cheery B. Agrade
Imelda Q. Rasay	Rustom Gain A. Tanduyan
Junette A. Cano	Louie T. Palarao
Ms. Regin P. Uy	Danny T. Gudin

Region XII	
Alita C. Bornea	Joey Pascua
Maricel P. Tabigue	Jennie M. Basilio
Cherubin M. Alonzo	Monaliza A. Adanza

CARAGA	
Danilo S. Negre	Engr. Jeyson S. Atillo
Engr. Yzredin O. Baconguis	Joseph Recto T. Canda
Abraham E. Ligan	Mark Jemuel R. Gabriel