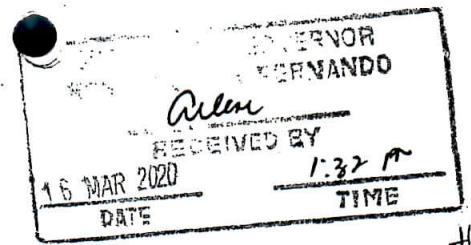


Republic of the Philippines  
Province of Bulacan  
City of Malolos



## OFFICE OF THE CITY MAYOR

### Executive Order No. 19, s. 2020

#### **“IMPLEMENTING GUIDELINES OF THE FOUR (4) – DAY WORK WEEK SCHEME FOR THE EMPLOYEES OF THE CITY GOVERNMENT OF MALOLOS FOR THE DURATION OF THE STATE OF PUBLIC HEALTH EMERGENCY PURSUANT TO PRESIDENTIAL PROCLAMATION NO. 922 AND CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 07, S. 2020”**

**WHEREAS**, Presidential Proclamation No. 922 dated March 8, 2020 declared a State of Public Health Emergency throughout the Philippines;

**WHEREAS**, Civil Service Commission Memorandum Circular No. 07, s. 2020, promulgated on March 11, 2020, adopted the “Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency”;

**WHEREAS**, both the presidential proclamation and memorandum circular aims to prevent the spread of Corona Virus Disease-2019 (COVID-19) in the country;

**NOW THEREFORE, I, ENGR. GILBERT T. GATCHALIAN**, City Mayor of Malolos, Bulacan, by virtue of the authority vested in me, in compliance to the Presidential Proclamation and CSC Memorandum Circular, adopts and issue the following guidelines for the City Government of Malolos:

- I. **SCOPE.** All offices, with exemptions enumerated below, shall observe a four (4) – day workweek scheme pursuant to CSC Memorandum Circular No. 07, s. 2020.
- II. **WEEKLY AND DAILY SCHEDULE.** Employees’ workweek is reduced for four (4) days (Monday to Thursday), with the number of hours increased to ten (10) per day (7:00 a.m. to 6:00 p.m.), with an hour-long lunch break (12:00 nn to 1:00 p.m.), ensuring compliance to the required forty (40) work hours per week requirement for government workers.
- III. **EXEMPTIONS.** All offices providing essential and emergency services such as the City Health Office, Rural Health Units, Disaster Risk Reduction and Management Division, Public Order and Safety Division (Traffic Management) and City Social Welfare and Development Office are exempted from the observance of the four (4) –

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day workweek schedule. The above-mentioned office shall report Monday to Friday (8:00 a.m. to 5:00 p.m.), or as need arises.

Offices in the Financial Cluster (City Treasury Office, City Accounting Office and City Budget Office shall deploy a skeletal working force every Fridays (7:00 a.m. to 6:00 p.m.). Those who will be deployed as skeletal working force on Fridays shall have a one day day-off (from Monday to Thursday) as scheduled by the office.

- IV. LATE AND UNDERTIME.** Employees who will report to work beyond 7:00 a.m. shall be considered late and those who do not complete the ten (10) hour-workday schedule shall be considered as undertime. Offsetting of late and undertime shall not be allowed.
- V. ABSENCE.** One (1) day absence shall be considered and recorded as a ten (10) – hour absence.
- VI. OVERTIME.** All overtime privileges shall be limited to the performance of essential and emergency services.
- VII. DURATION.** This alternative work scheme shall take effect starting March 16, 2020 and shall be in force during the entire period of the national public health emergency.

This Executive Order governing the implementation of the four (4) – day workweek scheme for the employees of the City Government of Malolos shall be submitted to the Office of the Governor and the Civil Service Commission for administrative and recording purposes.

The City Human Resource Management Office shall be responsible for the monitoring and evaluation of this workweek scheme to ensure that public service delivery is not prejudiced.

**IN WITNESS WHEREOF**, I have hereunto set my hands this 13<sup>th</sup> day of March, 2020, in the City of Malolos, Bulacan.

This Executive Order shall take effect immediately upon signing.

  
ENGR. GILBERT T. GATCHALIAN  
City Mayor