



EXECUTIVE ORDER NO. 18
Series of 2020

**"AN ORDER IMPLEMENTING THE FOUR-DAY WORKWEEK FOR
TUGUEGARAO CITY HALL EMPLOYEES IN VIEW OF THE
COVID-19 THREAT"**

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 07 series of 2020, entitled: *"Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922;"*

WHEREAS, said Memorandum Circular mandates the observance of alternative work arrangements in all government agencies, including LGUs;

WHEREAS, the suggested work arrangements include four-day workweek and shifting;

NOW, THEREFORE, I, ATTY. JEFFERSON P. SORIANO, City Mayor of Tuguegarao, by virtue of the powers vested in me by the Constitution and the laws, do hereby adopts the four-day workweek for all Tuguegarao City Government employees.

Section 1. Definition. In a four-day workweek arrangement, each employee's workweek is reduced to four (4) days but the number of work hours per day is increased to ten (10) hours so that the total number of required work hours per week remains at forty (40) hours.

Section 2. Schedule. Half of the workforce of every department/unit shall work from 7am to 6pm from Mondays to Thursdays while the other half shall work for the same time from Tuesdays to Fridays, to ensure non-disruption of government services.

It is understood that our traffic enforcers, garbage collectors, street sweepers, Rescue Team, Command Center, and hospital/medical staff shall observe their original schedule, subject to *shifting of assignments*.

Section 3. Coordinating Instructions. All department/unit heads are directed to submit the names and the corresponding work schedules of their staff until 2 o'clock this Friday to the HRMO. The HRMO is hereby tasked to monitor compliance with this Order.

Section 4. Repealing Clause. All prior issuances or parts thereof inconsistent with this Executive Order are hereby repealed, amended or otherwise modified accordingly.

Section 5. Effectivity. This Order shall take effect this Monday, March 16, and shall remain effective until lifted.

DONE in Tuguegarao City, this 12th day of March, in the Year of the Lord, Two Thousand and Twenty.

ATTY. JEFFERSON P. SORIANO

City Mayor