



OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 31
Series of 2020

“AN ORDER IMPLEMENTING WORK-FROM-HOME ARRANGEMENT FOR ALL TUGUEGARAO CITY GOVERNMENT EMPLOYEES”

WHEREAS, Section 16 of Republic Act No. 7160 otherwise known as the *Local Government Code of 1991*, “states that the Local Government Units are authorized to exercise powers necessary, appropriate, or incidental for its efficient and effective governance and those which are essential to the promotion of general welfare;”

WHEREAS, the Office of the President through the Executive Secretary issued a Memorandum on March 16, 2020 entitled: *Community Quarantine over the entire Luzon and further Guidelines for the Management of the Corona Virus Disease (COVID-19) situation*, which directed all Local Government Units (LGUs) to adopt, coordinate and implement the guidelines on the imposition of Stringent Social Distancing Measures over the entire Luzon effective 12 AM of 17 March 2020 and expiring on 12 AM of 13 April 2020;

WHEREAS, pursuant to the abovementioned Memorandum, a work-from-home shall be implemented in the Executive Branch, except the PNP, AFP, PCG and health and emergency frontline services, border control and other critical services, which shall ensure a skeletal workforce;

WHEREAS, the Civil Service Commission through Announcement No. 13-2020 entitled: *Alternative Work Arrangement in light of the Enhance Community Quarantine over the Entire Luzon* shall be implemented as part of the strict home quarantine policy;

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 order the following:

Section 01. *Work-from-home Arrangement.* The Tuguegarao City Government shall be implementing work from home arrangement of all employees.

Section 02. *Exceptions.* Health and emergency frontline services, border control and other critical services, which shall ensure a skeletal workforce are exempted from the work-from-home arrangement.

Section 03. *Guidelines for the Work-from-Home Arrangement.* The following guidelines for the work-from-home arrangement shall be observed:

1. Employees with issued laptops and printers shall be required to bring home their laptops and printers. Employees with issued desktops may also opt to bring home their desktops. The department head shall submit an inventory to the GSO of office equipment that will be brought home for this purpose;
2. Create a group chat for your office. Get the Facebook user accounts of all staff. Staff with no FB shall be required to create one;

3. The department head and his assistant shall be the designated administrators;
4. At 8am, all staff shall be required to log in. By 8:30am, the department head should start sending list of tasks and deadlines to the group chat;
4. By 3pm, the department head is to check the progress of the accomplishments of the staff for proper feed backing and evaluation;
5. Alternatively, all written accomplishments can be sent via email or viber;
6. The department heads shall send the weekly accomplishments of their respective offices to the group chat created for all department heads. (This refers to the existing group chat of all department/unit heads.)
7. Expect instructions from the city mayor via call or text;
8. Those who do not have internet connection at home will be required to either do clerical tasks at home (such as recording of received letters, etc.) or submit their accomplishments on a weekly basis as agreed upon with the department head; and
9. Perform all other tasks as may be deemed necessary.

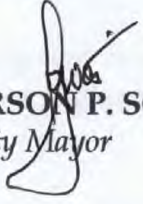
Section 04. Coordinating Instruction for frontline services. Frontline services shall be required to maintain skeletal workforce on a rotation basis. During off duty, the guidelines above for online work shall be observed.

Section 05. Compliance Monitoring. The Human Resource Management Office (HRMO) shall monitor the compliance of the employees on the guidelines of the work-from-home arrangement set by this Executive Order.

Section 06. Repealing Clause. All prior issuances or parts thereof inconsistent with this Executive Order are hereby repealed, amended or otherwise modified accordingly.

Section 07. Effectivity. This Order shall take effect immediately.

DONE in Tuguegarao City, this 17th day of March in the Year of our Lord, Two Thousand and Twenty.


ATTY. JEFFERSON P. SORIANO
City Mayor

CRIS/CMO/EO