



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
Ormoc City

**EXECUTIVE ORDER NO. 24**  
**Series 2020**

**AN EXECUTIVE ORDER PRESCRIBING THE GUIDELINES FOR A FOUR DAY  
WORKWEEK FOR EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF  
ORMOC FOR THE DURATION OF THE STATE OF THE PUBLIC HEALTH  
EMERGENCY**

**WHEREAS**, The Civil Service Commission (CSC) issued Memorandum Circular (MC) No. 7, adopting the interim guidelines for alternative work schemes in government amid the threat posed by coronavirus disease 2019 (Covid-19);

**WHEREAS**, MC No. 7 expressly states that it covers all government agencies, including constitutional bodies, departments, bureaus, and agencies of the national government, government-owned and –controlled corporations with original charters, local government units, and state universities and colleges.

**WHEREAS**, it has been established that quarantine, social distancing, and isolation are the most effective means to contain the spread of the COVID- 19;

**WHEREAS**, A four-day workweek in the Local Government Unit of Ormoc (LGU Ormoc) will contribute to the prevention and containment of the COVID-19 as per the guidelines issued by the Department of Health and other agencies worldwide, on creating distances between and among people to lessen the risk of exposure to the virus;

**NOW, THEREFORE I, RICHARD I. GOMEZ**, City Mayor of Ormoc, by virtue of the powers vested in me by law, do hereby **DIRECT** the following:

**ORMOC CITY LEGAL OFFICE**

REVIEWED

Approved \_\_\_\_\_

Separate Opinion \_\_\_\_\_

Drafted by CLO \_\_\_\_\_

Not contrary to laws, public policy, moral. \_\_\_\_\_

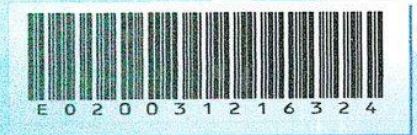
Amendments/Revisions \_\_\_\_\_

Atty. Anne Veronica A. Areña  
City Legal Counsel

BY: \_\_\_\_\_ DATE: **MAR 13 2020**

1. A FOUR-DAY WORKWEEK shall be adopted in the LGU Ormoc for its employees effective MARCH 16, 2020 subject to the following conditions:
  - a. All offices and departments of the LGU MUST be open Mondays to Friday, from eight in the morning to five in the afternoon (8AM- 5PM).
  - b. All LGU employees are required to render service TEN (10) hours of work per day for FOUR (4) four days in a workweek, and shall be on days off for THREE (3) days including weekends. For purposes of this Executive Order, a workweek shall cover the period beginning Mondays and ending on Sundays.
  - c. Work hours for LGU employees shall be from seven thirty in the morning to six thirty in the evening (730AM to 630PM) inclusive of one (1) lunch period, for four (4) days in a workweek which need not be consecutive.
  - d. LGU employees who render less than ten (10) hours of work in a particular day will be considered as tardy or on undertime for such given day, in accordance with CSC rules.

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- e. All Department Heads/ Heads of Offices must prepare the workweek schedules of all who are stationed/ assigned to their Departments/ Offices, including casual employees, but excluding Job Order employees. These schedules must be submitted to the City Administrator’s Office (CAO) not later than Thursdays of the week immediately prior to the intended dates of implementation.
  - f. In preparing the schedule, the Department Head/ Head of Office must ensure that LGU operations are not hampered or delayed. At least one (1) LGU employee with reasonable discretion and knowledge on all transactions related to the functions of the Department/ Office must be present and in attendance for the entire workweek. Schedules of LGU employees who are authorized signatories for official documents, i.e. vouchers, checks, and the like, must be planned in such a way that a signatory is present from Monday to Friday so that all documents will be released in a timely manner.
  - g. Department Heads with LGU employees providing health services, first responders and frontline service providers must ensure that the latter are provided with health interventions, stress debriefing and equipment and/ or mechanisms to minimize face to face contact.
2. This FOUR- DAY WORK WEEK shall be in effect only for the duration of the PUBLIC HEALTH EMERGENCY and shall automatically and immediately cease on the day the declaration has been lifted and set aside. Upon the cessation of this Executive Order, hours of work already rendered beyond eight (8) hours may be allowed compensatory time off in accordance with applicable Civil Service issuances.

3. Aside from the circumstances mentioned in the preceding paragraph, this Executive Order is subject to revisions and/ or modifications as may be demanded of the attendant circumstances.

**ORMOC CITY LEGAL OFFICE**

**Approved** A copy of this Executive Order will be submitted to the Civil Service Commission for record purposes.

**Separate Opinion**

**Drafted by CLO** DONE THIS 13<sup>th</sup> day of March 2020 in Ormoc City.

**Not contrary to laws, public policy, moral.**

**RICHARD I. GOMEZ, DPA**  
 City Mayor

Amendments/Revisions

Atty. Anne Veronique A. Arcin  
 BY: City Legal Counsel DATE: **MAR 13 2020**

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