



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 146

Series of 2023

MODERN WORKPLACE POLICY OF THE MUNICIPAL GOVERNMENT OF BAYAMBANG, PANGASINAN

WHEREAS, Republic Act (RA) No. 6713, otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees” upholds the time-honored principle of “Public office is a public trust”;

WHEREAS, RA 7160, otherwise known as the “Local Government Code,” provides that every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential in the promotion of the general welfare;

WHEREAS, the Civil Service Commission (CSC) recognizes the evolution of human resource management systems and practices brought about by the changing needs and conditions of the workforce, the advent of new information and communication technologies, continuing traffic congestion problems, and occurrence of natural and man-made calamities, contributing to the need to re-evaluate the present government work scheme, as well as determine the applicability of alternative work arrangements adopted by the private sector to ensure the effective and efficient delivery of public service;

WHEREAS, the CSC recognizes the need to institutionalize relevant policies on work arrangements too provide safe work spaces for government officials and employees and ensure their health and welfare, and at the same time, meet the demands of public service;

WHEREAS, the Department of Budget and Management (DBM) and the Commission on Audit (COA) recognize that flexible work arrangements provide opportunities for government agencies to enhance operational efficiency and effectiveness and support work-life balance of government workers while providing high level and continuing public service for the Filipinos;

WHEREAS, DBM and COA recognize government agencies are authorized to develop their own policies an guidelines in the adoption or implementation of flexible work arrangements in their respective agencies to institutionalize relevant and appropriate work arrangements; ensure efficient and effective performance of governmental functions and delivery of public service; and ensure protection of the government workers’ health, safety and welfare;

WHEREAS, the CSC issued Memorandum Circular (MC) No. 6, s. 2022, with subject “Flexible Work Arrangements in the Government”;

WHEREAS, the DBM and COA issued Joint Circular (JC) No. 1, s. 2022 with subject “Policies on the Adoption of Flexible Work Arrangements for Contract of Service (COS) and Job Order (JO) Workers in Government”;

“Baley ko, Pawilen ko, Aroen ko, tan Tulungan ko”



THE LONGEST BARBEQUE
8.016 KILOMETERS
April 4, 2014
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE
50.23M
April 5, 2019
St. Vincent Ferrer Prayer Park
Barangay Bani, Bayambang
Pangasinan, Philippines

OFFICE OF THE MAYOR
Municipal Hall, Roxas St. Zone II,
Bayambang, 2423 Pangasinan
(075) 633-1000 Loc. 100

WHEREAS, the Office of the President has issued Memorandum Circular (MC) No. 38, s. 2023 on October 27, 2023 implementing among government agencies work from home arrangement on the day before the holiday (e.g., All Saint's Day) to provide government employees full opportunity to properly observe national and culturally relevant holidays;

WHEREAS, there is a need for the LGU to institutionalize a policy that will clarify responsibilities for the proper implementation of modern work arrangements in consideration of applicable contexts, available technologies, and similar issuances of national, regional, and/or provincial authority;

NOW, THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO, by virtue of the powers vested in me by law as the Local Chief Executive, do hereby mandate the institutionalization of the **MODERN WORKPLACE POLICY OF THE MUNICIPAL GOVERNMENT OF BAYAMBANG, PANGASINAN**:

SECTION I. OBJECTIVE. This policy aims to provide guidance for the adoption CSC MC 6, s. 2022 and DBM-COA JC 1, s. 2022 and implementation of flexible work arrangements (FWA) in the delivery of public service for the Municipal Government of Bayambang.

SECTION II. SCOPE. This policy shall be applicable to the Local Government Unit of Bayambang (LGU-Bayambang).

SECTION III. DEFINITION OF TERMS.

- A. Flexiplace. Output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office, either in the home/ residence of the official or employee, agency satellite office, or another fixed place, on a temporary basis duly approved by the head of office/agency. Flexiplace has three types, namely (defined separately): 1) Work from Home; 2) Work from Satellite Office; and 3) Work from Another Fixed Place.
- B. Flexitime. Work arrangement where the agency is allowed to adopt flexible time for its government officials and employees from 8:00 AM to 7:00 PM on a daily basis, provided that the required forty (40) hours workweek is complied with.
- C. Compressed Workweek. Refers to a work arrangement whereby the forty (40) hours workweek for five (5) days of the government officials or employees is compressed to four (4) days or less, as may be applicable.
- D. Skeleton Workforce. Refers to a work arrangement where a minimum number of government officials or employees is required to man the office to render service when full staffing is not possible.
- E. Work from Home (WFH). A variety of flexiplace where the government officials or employees work at home or their residence.
- F. Work from Satellite Office. A variety of flexiplace where the government officials or employees, instead of reporting to their office, report for work at their agency satellite office near their place of residence (e.g., central/other regional office/field office).
- G. Work from Another Fixed Place. A variety of flexiplace where the government officials or employees render service within the municipality at a place conducive for productive work and efficient performance of official duties and responsibilities, or other than their home or residence and satellite office.

- H. Work Shifting. Work arrangement applicable to offices/agencies mandated by law to operate 24-hour continuous service delivery on a daily basis, or to agencies required to observe workplace health and safety protocols. This is also applicable to occupational groups that provide security and safety to agency personnel and/or property.
- I. Combination of FWA. Work arrangement whereby the agency may adopt a combination of any of the above-mentioned flexible work arrangements appropriate or applicable to the mandate/functions of the agency.

SECTION IV. GENERAL PRINCIPLES. Decisions concerning FWA shall be guided by the following principles:

- A. Primacy and Privilege of Public Service. Public service is a privilege. The application and approval of flexible work arrangement shall be for the purpose of ensuring quality and timely delivery of public service.
- B. Responsibility of Heads of Offices. Department and Unit Heads are expected to conduct due diligence and risk assessment in determining work that can be done in flexible work arrangement. They shall also remain responsible in ensuring timely and quality delivery of public service. Under no circumstance can flexible work arrangement be used as justification for below par or non-performance of activity.
- C. No Overtime. Personnel under flexiplace work arrangement shall not be entitled to overtime pay or analogous compensation.
- D. Cost-Neutral. Personnel under flexiplace shall be responsible for costs related to mobile device and broadband devices, including corresponding costs for communication used to perform flexiplace work; cost of utilities used to perform home-based work, such as electricity and water; and transportation cost to and from home, satellite office, or other fixed places, except when the imposition of WFH arrangement is due to emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities subject to budgeting, accounting, and auditing rules and regulations.

SECTION V. ALLOWABLE CONDITIONS. Implementation of FWA may be considered for the following conditions:

- A. Regular – Under this work arrangement, the government officials or employees may request to work at an alternative worksite on a regular and recurring basis. Said government officials or employees may be allowed to work off-site for a period agreed upon with the supervisor and duly approved by the head of agency/office.
- B. Situational - This work arrangement is appropriate for ad-hoc task/s or assignment/s that require/s short period of time or project-based, e.g., project proposal preparation, reports preparation, research, case adjudication, and other analogous circumstances.
- C. Medical - This work arrangement may be allowed for government officials or employees who are recuperating from a medical condition, e.g., Osteogenesis Imperfecta, cancer, diabetes mellitus, chronic kidney disease, and other analogous diseases, which does not affect his/her ability to perform regular work assignment at an alternate worksite as certified by the attending physician. The duration of the flexiplace work arrangement shall be based on the recommendation of the attending physician. Request for flexiplace due to medical conditions shall be supported by the medical records of the government official or employee concerned.

SECTION VI. GENERAL GUIDELINES.

- A. As a general rule, government officials and employees shall render work from 8:00 AM to 12:00 PM and from 1:00 PM to 5:00 PM on all days except Saturdays, Sundays, and Holidays.
- B. Heads of offices shall submit their proposal for flexible work arrangements using Flexible Work Arrangement Application Form (**Annex A**).
- C. Offices that implemented flexible work arrangement for a minimum of ten (10) percent of their personnel, in one submission or upon accumulation, shall submit their Office Flexible Work Arrangement Schedule (**Annex B**) to review personnel availability upon implementation of FWA.
- D. The Human Resource Management Office (HRMO) shall review the proposal of each department and unit head prior to approval by the Local Chief Executive. The HRMO shall determine the appropriateness and responsiveness of the proposal to the mandate of the office, the nature of work of the personnel proposed for FWA, and the impact of the proposal to the delivery of public service. Initial reference of applicable work that may be done via FWA are in (**Annex C**)
- E. The Local Chief Executive may initiate implementation of flexible work arrangements.
- F. All offices, including those adopting/implementing flexible work arrangements, shall ensure that all their stakeholders are assured of continuous delivery of services from 8:00 AM to 5:00 PM, including lunch break, throughout the workweek. However, the implementation of such arrangements shall not prejudice the participation or involvement of their officials and employees in official LGU activities.
- G. Heads of offices shall incorporate in their Public Service Continuity Plan pursuant to National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, s. 2018, the adoption of flexible work arrangements.
- H. Officials and employees under flexitime shall be entitled to Compensatory Overtime Credit/Overtime Pay if they physically reported for work and rendered services beyond the normal eight (8) hours on scheduled workdays or forty (40) hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest, subject to the provisions of CSC-DBM Joint Circular No. 2, s. 2015, as amended, and other related civil service, budgeting, accounting, and auditing rules and regulations.
- I. Heads of offices shall adopt performance standards and timelines in accordance with RA No. 11032 in consonance with the approved Office / Individual Performance Commitment and Review (OPCR/IPCR) to guide government officials and employees in the performance of their assigned task/s.
- J. Failure to accomplish the assigned task/s within the timelines set by the head of the office may be a ground to deny subsequent requests for flexiplace work arrangement.
- K. Heads of offices shall monitor and acknowledge accomplishments or outputs of their respective employees under FWA. The ICTO is directed to develop a module in the Document Management System that staff and supervisors may use for submitting and monitoring their work outputs, respectively. The Human Resource Management Office and

the Accounting Office shall have access to all accomplishment reports for validation of paper submissions.

- L. Heads of offices may adopt the use of videoconferencing/teleconferencing in conducting meetings/assemblies and other official activities, whenever applicable.
- M. Heads of offices shall adopt reasonable and appropriate organizational, technical, and physical security measures to ensure confidentiality, integrity, and availability of official documents and other relevant information. Personal data shall be processed by the employees pursuant to RA No. 10173 or the Data Privacy Act of 2012.
- N. Heads of offices are encouraged to use the Philippine National Public Key Infrastructure (PNPKI), which secures communications among individuals and government agencies, of the Department of Information, Communications and Technology. As such, government officials and employees who need to sign documents and decide to avail of flexiplace should register their respective signatures on the PNPKI and use it for official government transactions in compliance with EO No. 810, s. 2009 (i.e., Institutionalizing the Certification Scheme for Digital Signatures and Directing the Application of Digital Signatures in e-Government Services.).
- O. Online government transactions must be implemented in accordance with COA Circular No. 2021-006 (i.e., Guidelines on the Use of Electronic Documents, Electronic Signatures, and Digital Signatures in Government Transactions.)
- P. Department and Unit Heads shall immediately inform HRMO if they wish to revoke FWA of their subordinates that have been previously approved. Their revocation should include when the revocation shall start, if the FWA has already started.

SECTION VII. PARAMETERS FOR WORK-FROM-HOME.

- A. WFH may be adopted anytime, subject to mutually agreed arrangements between the officials or employees and their supervisors. It shall apply to department and unit heads and employees whose assigned task/s can be accomplished outside the office.
- B. WFH may likewise be extended to department heads and personnel whose task/s cannot be accomplished at the office, satellite office, or another fixed place under the following situations:
 - 1) During the emergence of a national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities; and
 - 2) Their place of assignment is located within one (1)-kilometer radius from:
 - a. Facilities and installations where infected/ suspected patients and public health workers and other frontline workers who, while in the performance of their respective public duties, are regularly exposed to infectious diseases, are located; and
 - b. A calamity-stricken area.
- C. For this purpose, the agency shall determine and assign alternative task/s subject to the performance standards and timelines for its completion in consonance with the approved OPCR/DPCR/IPCR. When the agency has not assigned any other task/s, the concerned officials and employees who were not able to produce outputs during the emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities shall be considered on excused absence.

- D. Task/s assigned to officials or employees should be performed to the full extent possible in terms of workhours and workdays per workweek.¹
- E. WFH arrangement falling under Section V (a) may be applied for a maximum of two weeks but may be renewed subject to submission of new application.
- F. Employees under WFH arrangement are not entitled to Compensatory Overtime Credit/Overtime Pay.

SECTION VIII. PARAMETERS FOR WORK FROM SATELLITE OFFICE.

- A. Work from satellite office shall apply to department or unit heads and rank-and-file personnel whose task/s can be accomplished outside the office but may need equipment/facilities that are available in the nearest satellite office.
- B. For this purpose, the concerned department or unit heads and rank-and-file personnel shall request approval from their immediate supervisor or next higher officer in order that workload arrangement costs incurred by the satellite office may be properly coordinated.
- C. Work at satellite office may be allowed when the department or unit head or rank -and-file personnel cannot report for work due to typhoons/floods and other natural or man-made calamities, upon approval of the head of agency/office, except when the work arrangement is limited to WFH as declared by the Office of the President or proper authorities.
- D. Department or unit heads and rank-and-file personnel who are stranded due to quarantine protocols, unavailability of transportation or inaccessible road may also be allowed to work at agency satellite offices.
- E. Department or unit heads and rank-and-file personnel who are allowed to report for work at the agency satellite office shall comply with the prescribed working hours of forty (40) hours per workweek pursuant to RA No. 1880.

SECTION IX. PARAMETERS FOR WORK-FROM-ANOTHER FIXED PLACE.

- A. Work from another fixed place shall apply to department or unit heads and rank-and-file personnel whose task/s can be accomplished outside the office, at a place conducive for productive and efficient performance of official duties and responsibilities, other than their home, residence, or satellite office. For this purpose, the concerned department or unit heads and rank-and-file personnel shall request approval from their immediate supervisor or next higher officer in order that task/s may be properly assigned.
 - B. Department or unit heads and rank-and-file personnel whose task/s cannot be accomplished outside the office and are stranded at a place away from their home or satellite office may be allowed under work from another fixed place arrangement provided that the agency has assigned alternative task/s subject to the performance standards and timelines for its completion in Consonance with the approved OPCR/DPCR/IPCR and existing CSC rules.
 - C. Department or unit heads and rank-and-file personnel who are stranded due to quarantine protocols, unavailability of transportation or inaccessible road may also be allowed to work from another fixed place subject to existing CSC rules.
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SECTION X. PARAMETERS FOR COMPRESSED WORKWEEK.

- A. Compressed workweek may be allowed for department or unit heads and rank-and-file personnel whose task/s or portions thereof cannot be accomplished outside the office, particularly those on skeleton workforce observing the four (4)-day workweek, and those identified by the agency/office head necessary for the continued operation of the office in order not to prejudice public service delivery.
- B. Allowable workweek options are as follows: Monday to Thursday, Tuesday to Friday, Monday to Tuesday, and Thursday to Friday, or a combination of workdays less than the prescribed five (5)-day workweek provided that public service delivery shall not be prejudiced during the whole workweek (Monday to Friday).

SECTION XI. PARAMETERS FOR SKELETON WORKFORCE.

- A. Skeleton workforce shall be adopted only when full staffing is not possible.
- B. Department or unit heads and rank-and-file personnel assigned as skeleton workforce shall comply with the normal working hours of not less than eight hours a day for five days a week or a total of forty (40) hours a week exclusive of time for lunch. However, if this work arrangement is adopted in combination with other flexible work arrangements, the required working hours thereof shall be complied with.
- C. The total number of department or unit heads and rank-and-file personnel to make up the skeleton workforce shall be determined by the Local Chief Executive based on the services it provides and subject to existing guidelines such as health protocols issued by the proper authorities.
- D. Department or unit heads and rank-and-file personnel who failed to report to office onsite on their assigned working days shall be considered absent either as authorized or unauthorized vacation leave, unless a medical certificate is presented to avail of sick leave of absence.

SECTION XII. PARAMETERS FOR WORK SHIFTING.

- A. Work shifting shall apply to departments / units mandated by law to operate 24-hour continuous service delivery on a daily basis (e.g., hospital/clinic medical services, broadcast news services, and other analogous services). It shall also apply to occupational groups that provide security and safety to agency personnel and/or property.
- B. Work shifting may also apply to agencies required to observe workplace health and safety protocols during the emergence of any infectious disease, and those agencies affected by natural or ma-made calamities.
- C. The work shifting schedule shall be made with prior consultation with department or unit heads and rank-and-file personnel who are senior citizens, PWDs, pregnant and nursing mothers, and those with health risks.

SECTION XIII. PARAMETERS FOR FLEXITIME.

- A. Offices and units may adopt flexible time for their department or unit heads and rank-and-file personnel provided that they shall render not less than a total of forty (40) hours a week for five (5) days a week, exclusive of time for lunch.
- B. The working hours of offices adopting flexitime shall start not earlier than 8:00 AM and end not later than 7:00 PM. Under this work arrangement, department or unit heads and rank-

and-file personnel may choose their time to report for work (time-in) in the morning and time to leave the office (time-out) daily for the duration of the period subject to the approval of the agency/office head.

Heads of departments and units shall, however, ensure that the public is assured of their frontline services from 8:00 AM to 5:00 PM, including lunch break.

- C. In the exigency of the service, working days may also be altered to include Saturdays and Sundays; Provided that employees who work on such days may choose a compensatory days-off during weekdays, provided further that the Saturday and Sunday are regular workdays and not cases of overtime.
- D. Flexitime may be adopted in case the Daylight-Saving Time is declared by the proper authorities, subject to the provisions of Items A to C of this Section.

SECTION XIV. PARAMETERS FOR COMBINATION OF FLEXIBLE WORK ARRANGEMENTS. Agencies may adopt a combination of any of the following flexible work arrangements that are appropriate/applicable to the agency mandate/functions as well as the location of their workplace:

- A. Skeleton Workforce and WFH;
- B. Compressed Workweek and WFH;
- C. Work Shifting and WFH;
- D. Combination of the three (3) types of flexiplace; or
- E. Other combination of work arrangements.

Examples:

Combination of Flexible Work Arrangements	Working Hours
Skeleton Workforce and WFH	Three (3) days in the office and two (2) days WFH at eight (8) hours per day; A minimum of four (4) hours to be spent in the office/field and the remaining hours in WFH per day; provided the 40-hour workweek requirement shall be complied with.
Work Shifting and WFH	Three (3) days Work Shifting in the office and two (2) days WFH at eight (8) hours per day; Agencies may adopt two (2) work shifts in a day, e.g., 7:00 AM-1:00 PM and 1:00 PM-7:00 PM exclusive of lunch/dinner, provided that it shall be in combination with WFH work arrangement to comply with required 40-hour workweek.
Compressed Workweek and WFH	A minimum of six (6) hours to be spent in the office/field and the remaining hours in WFH for four (4) days; or Two (2) days spent in the office/field and 2 days in WFH at 10 hours per day Provided that the required 40-hour workweek shall be complied with.

SECTION XV. ENTITLEMENT TO SUPPORT MECHANISM.

A. Support Mechanisms.

1. The LGU shall provide appropriate personal protective equipment to frontline service providers, department or unit heads and rank-and-file personnel who are required to physically report to work during the pandemic or other calamities.
 - a. During a pandemic or occurrence of calamities, agencies shall provide service vehicle or transportation facilities to transport department or unit heads and rank-and-file personnel required to physically report to work, whenever practicable, subject to budgeting, accounting, and auditing rules and regulations.
 - b. The LGU shall shoulder the reimbursement of laboratory and medical expenses incurred by department and unit heads and rank-and-file personnel in compliance with protocols, as issued by proper authorities, who are on official travel during the period of pandemic or emergence of any infectious disease.
2. The LGU shall ensure that their department and unit heads and rank-and-file personnel are afforded health/psychosocial interventions (e.g., free counselling sessions, online webinars, etc.) to support government officials and employees in addressing problems related to mental well-being.
3. Reasonable expenses incurred by department and unit heads and rank-and-file personnel (e.g., electricity bills, internet connection cost, etc.) maybe defrayed by the agency only when there is imposition of WFH arrangement due to emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities subject to budgeting, accounting, and auditing rules and regulations.
4. Other monetary and forms of incentives as may be allowed by the Office of the President or other authorized agencies or upon approval by the Local Chief Executive subject to budgeting, accounting, and auditing rules and regulations.

B. Employee Benefits.

1. Department or unit heads and rank-and-file personnel shall be provided equal opportunities in terms of awards, promotions, training, and career development (e.g., Information Technology-literacy programs and other related employment considerations), regardless of the work arrangement that they have adopted, in consonance with the existing civil service law, rules, and regulations; and
2. Medical benefits shall be granted to department or unit heads and rank-and-file personnel, who sustained wounds and/or injuries while in the performance of their official duties, regardless of their work arrangement subject to the conditions under CSC-DBM Joint Circular No. 1, s. 2006, as amended by CSC-DBM Joint Circular No. 1, s. 2015, and the agency's Collective Negotiation Agreement with the accredited employees' association.

C. Equipment.

1. Personal devices and equipment of department or unit heads and rank-and-file personnel may be used if the office has no available mobile computing devices (e.g., computer, tablet, smartphone, or printer). However, such mobile devices must be checked by the ICTO for data security (e.g., must have anti-virus and firewall software). The ICTO shall also keep an inventory of these devices.

2. Heads of departments and units that collect, process, store and utilize personal data shall remind their personnel to adopt measures to ensure protection of said information with their remote workplaces.
3. Heads of departments and units shall remind their personnel to adopt measures to ensure protection of government properties (e.g., office equipment) and provide necessary support (e.g., troubleshooting and maintenance of mobile office equipment) for personnel under the FWA.

SECTION XVI. DOCUMENTARY REQUIREMENTS.:

- A. Personnel who wish to avail of FWA must ensure that their FWA application form is received by the HRMO at least **one week** before the planned start of FWA.
- B. Personnel who are on Flexiplace schedule shall submit the following for their salary processing:
 1. Copy of approved FWA form
 2. DTR / Biometric
 3. Signed Accomplishment report
- C. Personnel who are on Flexitime schedule shall submit the following for their salary processing:
 1. Copy of approved FWA form
 2. DTR / Biometric
 3. Signed Accomplishment report
- D. Non-submission of required documents shall entail the HRMO to process salary to be treated based on their regular schedule. Requests for re-computation due to late submission of documents shall be denied.

SECTION XVII. MONITORING, EVALUATION, AND IMPROVEMENT.

- A. Department and unit heads shall periodically review the implementation of their FWA and submit their feedback to the HRMO for continual improvement.
- B. Likewise, they are encouraged to provide feedback to the HRMO on the implementation of this policy for improvement and revision, as necessary.

SECTION XVIII. ADOPTION OF APPLICABLE NATIONAL ISSUANCES. This Policy shall be subject to change upon amendments or additional issuances of the CSC, DBM, COA, and other national government agencies on FWA.

SECTION XIX. REMINDER ON CODE OF CONDUCT. All LGU personnel availing FWA are hereby reminded to persevere in living up to the Code of Conduct and Ethical Standards for Public Officials and Employees, to uphold the time-honored principle of Public Office being a Public Trust. Towards this, everyone is reminded of pertinent provisions of Section 5 of RA 6713, to wit:

- A. Act promptly on letters and requests.
- B. Process documents and papers expeditiously.
- C. Act immediately on the public's personal transactions.

SECTION XX. SANCTIONS. Any LGU personnel found and proven abusing any provision of this Executive Order shall be meted with corresponding disciplinary and/or legal action, as provided in relevant laws, rules, and regulations.

SECTION XXI. SEPARABILITY CLAUSE. If any provision of the Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

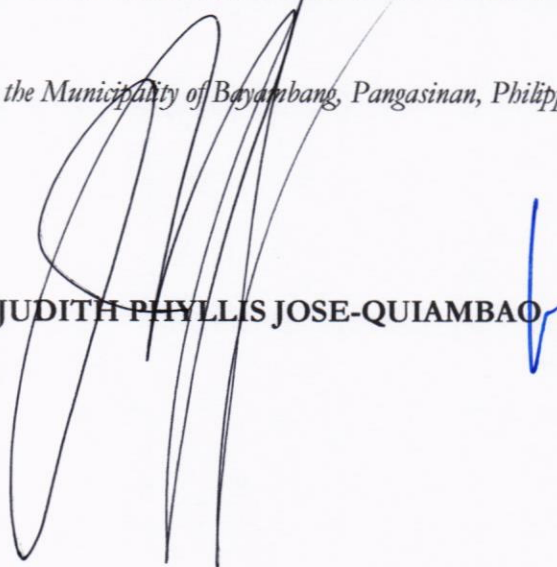
SECTION XXII. REPEALING CLAUSE. All other orders, rules, regulations and issuances, or parts thereof, which are inconsistent with this Order, are hereby repealed, amended or modified accordingly.

SECTION XXIII. EFFECTIVITY. This Executive Order shall take effect immediately and will continue until amended or revoked.

Let copies of this Order be furnished to all Offices and Departments for their information and guidance.

DONE in the Municipality of Bayambang, Pangasinan, Philippines, this 18th day of December 2023.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor



MUNICIPALITY OF BAYAMBANG
FLEXIBLE WORK ARRANGEMENT
APPLICATION FORM

Note: If the office will implement Flexible Work Arrangement (FWA) for at least 10 percent of its personnel (including plantilla, casual, and job order), submit Office Flexible Work Arrangement Schedule

Name	Position	Office

Proposed FWA Type:	Details of Proposed FWA
<input type="checkbox"/> Work from home (WFH) <input type="checkbox"/> Work from satellite office <input type="checkbox"/> Work from another fixed place <input type="checkbox"/> Work shifting <input type="checkbox"/> Compressed Workweek <input type="checkbox"/> Flexitime	
Effectivity Period (Start and End dates)* *Maximum of two weeks for WFH	

Justification for FWA

Expected Outputs for FWA

I hereby confirm that I have done due diligence and risk assessment on the proposed alternative work arrangement. The proposed alternative work arrangement shall not negatively impact the quality and timeliness of our office deliverables.

NAME OF HEAD OF OFFICE
Position and Name of Office

Reviewed and Recommending Approval:

NORA ZAFRA
Human Resource Management Office

Approved/Disapproved:

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

Annex C

Tasks that may be allowed to be accomplished outside the office:

- A. Research;
- B. Policy formulation/review/amendment;
- C. Project work, including but not limited to, drafting of proposals/project studies/training modules;
- D. Data encoding/processing;
- E. Adjudication of cases or review of cases, including legal work;
- F. Budget planning and forecasting;
- G. Recording, examination and interpretation of financial records and reports;
- H. Evaluation and formulation of accounting, auditing and management control systems;
- I. Computer programming;
- J. Database maintenance;
- K. Design work/drafting of drawing plans;
- L. Preparation of information materials;
- M. Sending/receiving e-mail;
- N. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
- O. Other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management

Note: Based on Annex A of CSC Memorandum Circular No. 6, s. 2022

MUNICIPALITY OF BAYAMBANG
OFFICE FLEXIBLE WORK ARRANGEMENT SCHEDULE
 (Name of Office)

Instruction:
 This form documents the workforce planning of the office to ensure that the personnel that will report to the office will be sufficient to provide the requirements of public service. This is required if the office will implement Flexible Work Arrangement (FWA) for at least 10 percent of its personnel. In addition, this will be updated for every additional personnel that will request FWA.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Office Deliverable 1*						
Staff A Staff B	Staff B Staff C	Staff D Staff E	Staff D Staff C	Staff B Staff C		
Office Deliverable 2*						
Staff B Staff C	Staff D Staff A	Staff D Staff E	Staff B Staff C	Staff A Staff B		

* Office deliverables may be derived from outputs in the Citizen's Charter, Office Performance Contracts, or Office Activity Plans, among others.

Proposed by	Noted:
(signature with date)	
NAME OF HEAD OF OFFICE Position and Name of Office	NORA ZAFRA MGDH I (HRMO)
Approved / Disapproved:	
MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO Municipal Mayor	