



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 36

Series of 2024

AN ORDER ADOPTING A FOUR-DAY (COMPRESSED) WORKWEEK IN THE LOCAL GOVERNMENT UNIT OF BAYAMBANG, PANGASINAN

WHEREAS, Civil Service Commission (CSC) Memorandum Circular No. 6, Series of 2020, which provides for the Policies on Flexible Work Arrangements in the Government, allows for the adoption and implementation of compressed workweek in government offices;

WHEREAS, the above circular defines compressed workweek as 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;

WHEREAS, the Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA) has recorded extremely high temperatures in the country including the Province of Pangasinan with High Heat Index caused by El Niño and has projected even higher temperatures that may reach "extreme danger" levels in the coming weeks;

WHEREAS, reducing the exposure to the extreme heat may mitigate the harmful effects on the clients/individuals transacting with the Local Government, as well as on the health and productivity of LGU employees, hence the adoption of a Four-Day (compressed) Workweek in the Local Government Unit of Bayambang is deemed necessary;

NOW, THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO, Municipal Mayor of Bayambang, Pangasinan, hereby order:

SECTION 1. COMPRESSED WORKWEEK. A compressed workweek is hereby adopted in the Local Government Unit of Bayambang from **May 6, 2024, to June 30, 2024**. Offices shall observe ten (10) hours daily exclusive of one (1) hour break, **7:00 AM to 6:00 PM work schedule from Monday to Thursday**.

SECTION 2. EXEMPTIONS. The Four-Day Workweek shall not apply to the following offices whose employees will continue to report and observe the existing regular work schedules:

1. Municipal Social Welfare and Development Office
2. Rural Health Units
3. Special Economic Enterprise
4. Municipal Disaster Risk Reduction and Management Office
5. Municipal Engineering Office (Field Workers)
6. Municipal Agriculture Office (Field Workers)
7. Bayambang Public Safety Office

"Baley ko, Pawilen ko, Aroen ko, tan Tubangan 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) 633-4000, Loc. 100

SECTION 3. LEAVE FROM WORK APPLICATION. When calculating Leave of Absence, a one (1) day off is equivalent to 1.25 days of leave. This is based on the computation that a standard workday, during the compressed workweek, consist of ten (10) hours of work.

SECTION 4. 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 5. 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 6. EFFECTIVITY CLAUSE. This executive order shall take effect immediately and will continue until amended or revoked.

This Executive Order shall be disseminated and implemented accordingly.

DONE in the Municipality of Bayambang, Pangasinan, this 29th day of April 2024.

HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

