



Republic of the Philippines
Province of Pangasinan
MUNICIPALITY OF BAYAMBANG

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 62

Series of 2024

AN ORDER EXTENDING THE COMPRESSED FOUR-DAY WORKWEEK IN THE LOCAL GOVERNMENT UNIT OF BAYAMBANG, PANGASINAN

WHEREAS, the Local Government Unit of Bayambang, Pangasinan has successfully implemented a compressed four-day workweek schedule, leading to increased productivity and cost savings;

WHEREAS, the implementation of the compressed four-day workweek has resulted in significant energy consumption savings, further demonstrating its positive impact;

WHEREAS, the continued implementation of the compressed four-day workweek will enhance the efficiency and productivity of our workforce;

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

SECTION 1. EXTENSION OF THE COMPRESSED WORKWEEK. The compressed four-day workweek in the Local Government Unit of Bayambang, Pangasinan is hereby extended unless otherwise revoked.

SECTION 2. EXEMPTIONS. All offices within the Local Government Unit of Bayambang, Pangasinan, except those with frontline services, shall continue operating under the compressed four-day workweek schedule, with services starting at 7:00 AM and ending at 6:00 PM.

SECTION 3. FRONTLINE SERVICES TO CONTINUE OPERATING MONDAYS-FRIDAYS FROM 8:00 AM-5:00 PM. Frontline offices, such as Rural Health Units, Treasury Office, Municipal Social Welfare and Development Office, Special Economic Enterprise, Municipal Disaster Risk Reduction and Management Office, Municipal Engineering Office (field workers), Municipal Agriculture Office (field workers) and Bayambang Public Safety Office, shall continue working five days a week and regular working hours.

SECTION 4. LEAVE FROM WORK APPLICATION. When calculating Leave of Absence, one (1) day off is equivalent to 1.25 days of leave, based on the computation that a standard workday during the compressed workweek consists of ten (10) hours.

SECTION 5. OFFICE BREAK. Employees are expected to start work promptly at 7:00 AM. All employees should have their breakfast before 7:00 AM or during their designated morning breaks to ensure a prompt start to the workday.

SECTION 6. MONITORING AND COMPLIANCE. All department heads and supervisors are directed to monitor and ensure compliance with the compressed four-day

"Baleg ko, Pawilen ko, Aroen ko, tan Tulangan 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
Sarangay San, Bayambang
Pangasinan, Philippines

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

workweek schedule. The Human Resource Management Office shall oversee the implementation and address any concerns or issues that may arise.

Regular evaluation and assessment of the compressed four-day workweek shall be conducted to measure its effectiveness and identify areas for improvement.

SECTION 7. EMPLOYEES TO WORK FIVE DAYS IF NECESSARY. The four-day compressed workweek does not prevent employees from coming to the office when public service requires.

SECTION 8. REPEALING CLAUSE. All other orders, rules, regulations, and issuances, or parts thereof, inconsistent with this Order, are hereby repealed, amended, or modified accordingly.

SECTION 9. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 10. EFFECTIVITY CLAUSE. This Executive Order shall take effect on July 1, 2024, and remain in force, unless otherwise modified or revoked.

This Executive Order shall be disseminated and implemented accordingly.

Given under my hand and seal this 24th day of June, 2024.

HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

