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Province of Negros Occidental
OFFICE OF THE GOVERNOR
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EXECUTIVE ORDER NO. 20-16
Series of 2020

AN ORDER ADOPTING CIVIL SERVICE COMMISSION (CSC)
MEMORANDUM CIRCULAR NO. 07, SERIES OF 2020

WHEREAS, Section 3, Article IX of the 1987 Philippine Constitution mandates that the CSC shall be the central personnel agency of the Philippine Government;

WHEREAS, the CSC is mandated to establish a career service and adopt measures to promote efficiency, integrity, responsiveness, and courtesy in the public service.

WHEREAS, President Rodrigo Roa Duterte issued Proclamation No. 922 dated March 8, 2020 declaring the whole country under the State of Public Health Emergency whereby local government units (LGUs) are enjoined to act immediately to prevent loss of life, utilize resources to implement urgent and critical measures to prevent the spread of COVID-19, mitigate its effects and impact to the community and prevent serious disruption of the functioning of the government;

WHEREAS, the CSC issued Memorandum Circular No. 07, series of 2020 enjoining all LGUs to implement the interim guidelines on alternative work arrangements and support mechanisms for workers in the government for the duration of the State of Public Health Emergency;

NOW THEREFORE, I, EUGENIO JOSE V. LACSON, Governor of the Province of Negros Occidental, by the power vested in me by law, do hereby order the adoption of CSC Memorandum Circular No. 07, series of 2020.

SECTION I. Work Arrangement and Parameters

- a. The Provincial Government of Negros Occidental shall adopt the following work arrangement/schedule:
 1. Four (4) days of a regular 8:00 – 5:00 working hours work and a day of work from home scheme whereby the individual employee's required work hours per week shall not be less than 40 hours.

2. The work arrangement/schedule and work from home tasks shall be assigned by the respective Department/Office Heads using the following schedule in reporting for work:
 - a. 50% of employees – Monday to Thursday
 - b. 50% of employees – Tuesday to Friday

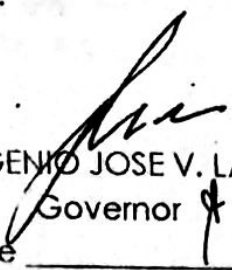
For easier monitoring, employees are directed to be on a work from home scheme only on Mondays and Fridays.

- b. Officials and employees shall be exempt from using the biometric attendance recorder and will instead use log sheets/logbooks for their daily attendance records.; Department and Office heads are instructed to strictly monitor the logging-in and out of their respective employees.
- c. Hospital-based employees shall continue with their usual work schedules as they are in the forefront of this health emergency.

SECTION 2. General Guidelines:

1. This work arrangements shall be adopted for the duration of the State of Public Health Emergency.
2. The Provincial Human Resource Management Office (PHRMO) shall be authorized to monitor the mechanisms during the implementation of this work arrangements to ensure that public service delivery is not prejudiced.
3. All department/office heads are directed to submit to the PHRMO the employees' schedule as to this work arrangement not later than March 24, 2020.

SECTION III. EFFECTIVITY - This Order shall take effect on March 23, 2020.


EUGENIO JOSE V. LACSON
Governor

Date _____