



Republic of the Philippines  
Province of Negros Occidental  
**OFFICE OF THE GOVERNOR**

Provincial Capitol Building  
North Capitol Road, Bacolod City  
Tel. Nos. (63 034) 434-1152 to 53  
Telefax (63 034) 434-6442

**EXECUTIVE ORDER NO. 20-21**  
Series of 2020

**AN ORDER AMENDING THE WORK ARRANGEMENT FOR THE EMPLOYEES OF THE  
PROVINCIAL GOVERNMENT OF NEGROS OCCIDENTAL IN COMPLIANCE  
EXECUTIVE ORDER NO. 20-20 PLACING THE ENTIRE PROVINCE OF NEGROS  
OCCIDENTAL UNDER ENHANCED COMMUNITY QUARANTINE**

WHEREAS, the Department of Interior and Local Government issued Memorandum Circular No. 2020-062 on "Supplementary LGU Guidelines on the implementation of Enhanced Community Quarantine in Luzon and State of Public Health Emergency in other Parts of the Country due to COVID-19 Threat";

WHEREAS, the Provincial Government of Negros Occidental declared an Enhanced Community Quarantine in the whole Province of Negros Occidental by virtue of Executive Order No. 20-20, series of 2020;

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 following:

**SECTION I. Work Arrangement**

The Provincial Government of Negros Occidental shall adopt the work from home scheme as follows:

- a. All employees aged 60 to 64 years old and those with serious ailment as certified by the Provincial Health Office including pregnant women, shall be on a work from home scheme;
- b. All employees who are permanently residing outside Bacolod City shall be on work from home scheme in view of the suspension of public transportation;
- c. All employees who are permanently residing or owns a residential house in Bacolod City shall be the skeletal workforce and at the same time will work from home on the following schedule:
  - i. 50% of the Bacolod City resident-employees shall be the skeletal force on Mondays, Tuesdays and Wednesdays (MTW) and work from home on and Thursdays and Fridays (ThF)

- ii. 50% of the Bacolod City resident- employees shall be the skeletal force on ThF and work from home on MTW.

Specifically, the following schedule shall be followed:

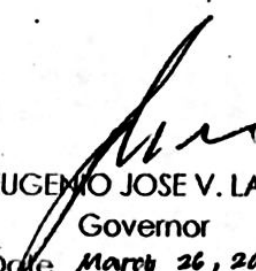
| EMPLOYEES                | C.i                       | C.ii                      |
|--------------------------|---------------------------|---------------------------|
| March 30 – April 1, 2020 | On duty as skeletal force | Work from home            |
| April 2 – 3, 2020        | Work from home            | On duty as skeletal force |
| April 6 – 8, 2020        | Work from home            | On duty as skeletal force |
| April 13 – 14, 2020*     | On duty as skeletal force | Work from home            |

\*April 9 and 10, 2020 are declared non-working holidays

**SECTION 2. General Guidelines:**

1. This work arrangements shall be adopted for the duration while the Enhanced Community Quarantine is raised in the Province of Negros Occidental.
2. All department/office heads are directed to determine the appropriate schedule of their respective skeletal workforce and monitor the work accomplishments of their respective employees especially those who are on work from home scheme.
3. The use of biometric attendance recorder remains suspended until the duration of this Enhanced Community Quarantine.
4. The Provincial Health Office (PHO) and Hospital-based employees shall continue with their usual work schedules as they are in the forefront of this health emergency.
5. Due to suspension of public transportation, department/ office heads shall take charge of ferrying their skeletal workforce from going to their respective offices and back to their homes.
6. All employees on a work from home arrangement shall be considered on-call as the need for their services arises..

**SECTION III. Effectivity** - This Order shall take effect March 30, 2020 until the duration of the Enhanced Community Quarantine.

  
 EUGENIO JOSE V. LACSON  
 Governor  
 Date March 26, 2020