



Republic of the Philippines
MUNICIPALITY OF LINGAYEN
Province of Pangasinan
Office of the Mayor

EXECUTIVE ORDER NO. 31, SERIES OF 2022

**ADOPTING FLEXIBLE WORK ARRANGEMENTS
IN THE MUNICIPAL GOVERNMENT
OF LINGAYEN, PANGASINAN**

WHEREAS, as a general rule, government officials and employees should 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.

WHEREAS, on June 6, 2022, the Civil Service Commission issued Memorandum Circular No. 06, s. 2022, adopting flexible work arrangements in the government.

WHEREAS, the adoption of flexible work arrangements boost the morale and enhance the welfare of government officials and employees by giving them the opportunity to accomplish their task/s through appropriate work arrangement/s thereby increasing employee productivity and performance, and allowing work-life balance.

NOW THEREFORE, by virtue of the powers vested in me by law, I hereby order as follows:

SECTION 1. The following offices shall adopt a **compressed workweek** whereby the forty (40) hours workweek for five (5) days is compressed to four (4) days from **Mondays to Thursdays** from **7:00 AM to 12:00 NN** and from **1:00 PM to 6:00 PM**:

1. Office of the Mayor
2. Sangguniang Bayan Legislative
3. Sangguniang Bayan Secretariat
4. Office of the Municipal Administrator
5. Human Resource Management Office
6. Office of the Municipal Planning and Development Coordinator
7. Municipal Budget Office
8. Municipal Accounting Office
9. Municipal Information Office
10. Municipal Legal Office
11. Municipal Agriculture Office
12. General Services Office
13. Municipal Tourism Office





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SECTION 2. The following frontline offices shall adopt a combination of **compressed workweek** and **skeleton workforce** whereby they shall render work from **Mondays to Fridays** from **7:00 AM to 12:00 NN** and from **1:00 PM to 6:00 PM**; *Provided* that only a **skeleton workforce** shall render work on **Mondays** and **Fridays**, as scheduled by the Department Head; *Provided further* that officials and employees of said offices should render forty (40) working hours a week:

1. Municipal Registrar Office
2. Municipal Treasurer's Office
3. Municipal Assessor's Office
4. Municipal Engineering Office
5. Municipal Social Welfare and Development Office

SECTION 3. The following offices shall observe the **regular working hours** from **Mondays to Fridays** from **8:00 AM to 12:00 NN** and from **1:00 PM to 5:00 PM**:


1. RHU I
2. RHU II
3. RHU III

SECTION 4. The following offices shall observe the regular office / field work schedule, with the following qualifications, as follows:

1. Market and Slaughterhouse — continuous operation from Monday to Sunday
2. MDRRMC — to maintain 24/7 operation as mandated by law
3. MENRO — should ensure that market, street, and plaza cleaners should maintain cleanliness 7 days a week from 5:00 AM to 11:00 PM, and that garbage from the public market, major roads, and baywalk, among others, is hauled daily.
4. Security & POSO — continuous operation from Monday to Sunday

SECTION 5. This Executive Order shall take effect on July 11, 2022, and shall remain in force unless modified or revoked as circumstances may warrant.

Done this 4th day of July, 2022, in Lingayen, Pangasinan.


LEOPOLDO N. BATAOIL
Municipal Mayor

