



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

EXECUTIVE ORDER NO. 46, SERIES OF 2021

**ENCOURAGING GOVERNMENT OFFICES AND AGENCIES
TO ADOPT ALTERNATIVE WORK ARRANGEMENTS**

WHEREAS, on October 15, 2020, the Civil Service Commission (CSC) issued Memorandum Circular No. 18, s, 2020, relative to the Revised Interim Guidelines for Alternative Work Arrangements for workers in the government.

WHEREAS, currently, the Municipality of Lingayen is under General Community Quarantine with heightened restrictions.

WHEREAS, Article II, Section 5, of the 1987 Constitution recognizes that the maintenance of peace and order, the protection of life, liberty, and property, and the promotion of the general welfare are essential for the enjoyment by all the people of the blessings of democracy.

WHEREAS, under Article II, Section 15, of the 1987 Constitution, it is the policy of the State to protect and promote the right to health of the people and instill health consciousness among them.

WHEREAS, Section 16 of the Local Government Code of 1991 empowers local government units to exercise the powers which are essential to the promotion of the general welfare, health, and safety within their respective territorial jurisdictions.

WHEREAS, the adoption of Alternative Work Arrangements in the government ensure physical distancing in the workplace without hampering public service.

NOW THEREFORE, I, LEOPOLDO N. BATAOIL, by virtue of the powers vested in me by law, hereby order the following:

All government agencies and instrumentalities, namely: Constitutional Bodies, Departments, Bureaus, and Agencies of the National Government, Government-Owned or Controlled Corporations (GOCCs) with original charters, and State Universities and Colleges within the Municipality of Lingayen are encouraged to adopt any or a combination of the following Alternative Work Arrangements:

1. **Work-from-Home** — refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office;
2. **Skeleton (Skeletal) Workforce** — refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible;





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3. **Four-day (Compressed) Workweek** — refers to a work arrangement whereby the employees' workweek is compressed to four (4) days each week
4. **Work Shifting/Flexible (Staggered) Working Hours** — refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time; and
5. **Other Alternative Work Arrangements** — refers to work arrangements consisting of a combination of the above enumerated work arrangements or other work arrangements subject to the prevailing community quarantine in the area where the agency is located and appropriate/applicable to the agency mandate/functions.

Agencies shall formulate their internal rules and regulations governing the alternative work arrangements they adopted and implemented in their agency.

For information and guidance.

Done this 1st day of October, 2021, in Lingayen, Pangasinan

LEOPOLDO N. BATAOIL
Municipal Mayor

