



Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Quezon City

MC No. 21 s. 1990

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF
THE NATIONAL AND LOCAL GOVERNMENTS, GOVERNMENT-
OWNED AND CONTROLLED CORPORATIONS, AND STATE
COLLEGES AND UNIVERSITIES

SUBJECT: IMPLEMENTING GUIDELINES ON THE FOUR-DAY WORK WEEK
SCHEDULE FOR GOVERNMENT OFFICES IN METROPOLITAN
MANILA

In line with the Presidential pronouncement on the observance of a 4-day work week which is in keeping with the energy conservation thrust of the government, the Civil Service Commission hereby issues the following guidelines :

1. The four-day work week schedule shall cover the period from April 23 to May 28, 1990, inclusive. On the Mondays during this period (except April 30, 1990), namely, April 23, May 7, 14, 21 and 28, heads of offices shall have the options to :

a. continue their services and operations provided that no MERALCO electric power is used; or

b. partially or totally cancel their services and operations provided that the employees affected shall correspondingly be considered on forced leave in accordance with the provisions of Executive Order No. 1077, series of 1986.

2. Services rendered on these Mondays shall be considered as regular service and not overtime.

3. In the case of employees with insufficient or no vacation leave credits, their leave of absence shall be charged against future leave credits.

4. Employees who opt not to work on any or all of these Mondays and who have insufficient or no vacation leave credits shall not be considered absent on the Saturdays and Sundays preceding these Mondays for purposes of payment of their salaries.

5. For every workday cancelled during the said Mondays, the offices may compensate such days by holding work on any day when electric power has normalized.

6. During these Mondays, government offices may, in the exigencies of the service, maintain a skeletal force. Employees who choose to render service during these Mondays shall constitute the skeletal force. The Officer-of-the-Day who mans the Public Assistance Counter as provided for in Civil Service Commission Memorandum Circular No. 15, series of 1990, shall act as the head of the skeletal force. Heads of office shall see to it that there is work to be done and that work is done.

7. These rules shall ^{also} apply to temporary, casual and contractual employees.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.


MARIO D. YANGO
Commissioner

April 18, 1990