



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER NO. 10
Series of 2020

**PROVIDING FOR THE SYSTEM OF MINIMAL OR SKELETAL WORKFORCE AND
OTHER ALTERNATIVE WORK ARRANGEMENTS IN
THE CITY GOVERNMENT OF MUNTINLUPA,
IN RESPONSE TO PROCLAMATION NO. 922,
ISSUED BY THE OFFICE OF THE PRESIDENT, AND
TO CIVIL SERVICE COMMISSION ANNOUNCEMENT NO. 12, SERIES OF 2020**

WHEREAS, Proclamation No. 922, issued by Executive Secretary Salvador C. Medialdea, by authority of President Rodrigo R. Duterte, and dated 08 March 2020, the Philippines was placed under the state of public health emergency brought about by the Corona Virus Disease 2019 (COVID-19);

WHEREAS, the Inter-Agency Task Force on Emerging Infectious Diseases (IAFT-EID), headed by the Department of Health (DOH), recommended, on 12 March 2020, the imposition of community quarantine over the entire National Capital Region (Metropolitan Manila), effective from 15 March to 14 April 2020, later approved by President Rodrigo R. Duterte;

WHEREAS, one of the directives uttered by the President is the suspension of work in the Executive Branch. However, work shall continue under a skeletal workforce to maintain the unimpeded delivery of services to the public;

WHEREAS, the Civil Service Commission (CSC) issued Announcement No. 12, Series of 2020, dated 16 March 2020, entitled "Alternative Work Arrangements in Light of Code Red Sublevel 2;"

WHEREAS, applying a system of minimal or skeletal workforce and other alternative work arrangements would definitely help in restricting the movement of people and, consequently, in minimizing the risks of human to human transmission;

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WHEREAS, applying the minimum number of employees per office sufficient to administer and manage the same would definitely help limit the movement of people or mass gathering;

NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Application of the System of Minimal Workforce in the Departments and Offices.

Effective 16 March 2020 to 14 April 2020, each Department and Office of the City Government shall apply the system of minimal or skeletal workforce and other alternative work arrangements, as far as practicable.

However, exemptions are provided for the following Departments and Offices, namely:

- a. Ospital ng Muntinlupa;
- b. City Health Office;
- c. Disaster Risk Reduction and Management Office;
- d. Public Order and Safety Office;
- e. Muntinlupa Traffic Management Bureau;
- f. City Security Office;
- g. Environmental Sanitation Center;
- h. Social Services Department;
- i. Muntinlupa City Public Market.

In the event that any department or office, not included in the enumeration above, shall request for exemption as well, the written recommendation of the concerned Head, with the concurrence of the Head of the City Human Resources Management Department (CHRMD) and the approval of the City Mayor shall be requisites.

Section 2. Continuation of Public Services.

While each department and office shall cease to operate at maximum capacity, the delivery of basic services, explicit or implied from their respective mandates, shall continue unhindered. Performance of special functions shall be left to the discretion of the Head of

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the Department or Office concerned, taking into consideration the gravity, scope and essence of the service in question; Provided, however, that notice to the Head of the CHRMD shall be given and approval of the City Mayor shall be secured.

Section 3. Guidelines on Minimal or Skeletal Workforce.

The rules to apply in providing for the system of minimal or skeletal workforce includes the following, namely:

- a. Ensure the correct number of staff members enough to deliver the basic services mentioned in Section 2;
- b. Enforce the application for forced leave of absence for each officer and staff member equivalent to five (5) days; Provided, however, that in the event that the emergency situation extends beyond 14 April 2020, and more days for leave of absence become necessary, vacation, sick and other forms of leave may be applied therefor;
- c. Compel staff members who are senior citizens, defined as sixty (60) years and older, employed as regular, casual, or contractual, and who have immune-compromised medical conditions, recent serious medical issues, pregnancies, or similarly-situated conditions, to take their respective leave of office for the duration of the imposition of the system of minimal workforce; Provided, however, that should a staff member fall into this category, and his or her function is indispensable in the discharge of the functions of the department or office, the concerned Head shall submit the staff member's name to the CHRMD for processing and recording;
- d. Assess the necessity of keeping a staff member whose residence is outside the jurisdiction of the City of Muntinlupa, given the stringent security measures employed and observed with regard to ingress to and egress from the city; Provided, however, that should a staff member fall into this category, and his or her function is indispensable in the discharge of the functions of the department or office, the concerned Head shall submit the staff member's name to the CHRMD for processing and recording;
- e. Apply the rule on "no work, no pay" for Job Order (JO) staff members, Government Internship Program (GIP) beneficiaries, among others, who have no available leave credits or who are not entitled to the same. Staff members who have Compensatory Time-Off (CTO) credits may apply for and use the same.

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Section 4. Work from Home Scheme.

On condition that the Head of the Department or Office has a clear assigned work target and a well-defined mechanism for monitoring output, any staff member may be assigned to utilize the work from home scheme; Provided, however, that the staff member's name shall be forwarded to the CHRMD for processing and recording.

Section 5. Disallowance of Training and Seminars.

The conduct of trainings and seminars, managed, controlled and sponsored by the City Government, shall be disallowed during the same period. As a matter of appendage thereto, elected officials, officers and staff members shall not be allowed to attend any training or seminar. Exemptions, however, may be provided on a case to case basis.

Section 6. Grant of Overtime Pay.

Except for officers and staff members belonging to the departments and offices mentioned in Section 1, the grant of overtime pay shall not be allowed. Exemptions shall be on a case to case basis, with the recommendation of the Head of the Department or Office concerned, the concurrence of the Head of the CHRMD and the approval of the City Mayor.

Section 7. Order to Stay Home.

Officers and staff members who are on leave are strictly directed to stay in their respective homes, except only in emergency cases. The Department Head concerned and the CHRMD are instructed to closely monitor the implementation of this particular provision, and they may utilize other offices or personnel to effectively implement this provision.

Section 8. Request for Travel Authority.

No request for overseas travel authority shall be issued when the travel covers the period from 15 March to 14 April 2020. Any Travel Authority previously issued covering the said period is hereby revoked and cancelled.

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Section 9. Recent Travels of Officers and Staff Members.

All Heads of the Departments and Offices shall submit to the CHRMD a list of their respective officers and staff members who have travelled overseas from 01 January 2020. The list shall include the name, destination, and duration of stay, which shall be cross-referenced to the Application for Leave filed by the concerned individual prior to departure. The CHRMD, finding probable cause for transmission, shall submit to the City Health Office (CHO) for assessment and recommendation.

Section 10. Inequitable Use of Social Media and Other Platforms.

Officers and staff members shall refrain from making any post, comment, or verbal utterances that create confusion, spread untrue, misleading information and incite negative action or reaction. Any unjust criticism of the government's action shall be dealt with accordingly.

Section 11. Submission of Minimal Workforce Schedule.

In order to effectively implement the provisions contained herein, the Heads of the Departments and Offices shall submit to the CHRMD a comprehensive schedule of their respective workforces within twenty-four (24) hours from receipt of copy of this Executive Order, observing diligently the set of guidelines provided, and subject to the approval of the City Mayor.

Section 12. Penalty.

Officers and staff members found in violation of this Executive Order shall be administratively liable for Violation of Reasonable Office Rules and Regulation, and/or Insubordination.

Section 13. Separability Clause.

In the event that any provision herein found shall be judicially declared illegal or infirm, untouched provisions shall remain in full force and effect.

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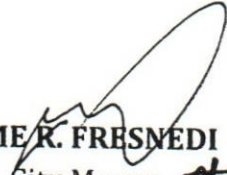



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Section 14. Effectivity Clause.

This Executive Order shall take effect immediately upon signing, and it shall be in full force and effect until repealed, revoked, or amended accordingly.

DONE AND EXECUTED on this 16th day of March 2020 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor 

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