



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER No. 13
Series of 2021

**PROVIDING FOR DECLARATION OF REDUCTION IN THE WORK FORCE
AND OFFICE HOURS IN THE MUNTINLUPA CITY HALL COMPLEX IN RESPONSE TO
THE RECENT SURGE IN THE NUMBER OF COVID-19 POSITIVE CASES**

WHEREAS, the COVID-19 pandemic remains to be a threat to humanity, logging 130,809,740 confirmed cases worldwide, with 2,850,398 deaths as of 03 April 2021;

WHEREAS, on 02 April 2021, the Philippines registered 15,310 new confirmed cases, a record high, which resulted in a total of 771,496 confirmed cases, 153,809 of which are active and 13,420 are deaths;

WHEREAS, on the same date, 189 additional confirmed cases were recorded in Muntinlupa City, logging a total of 7,588 cases, 1,143 of which are active and 204 are deaths;

WHEREAS, on 27 March 2021, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) issued Resolution No. 106 placing the National Capital Region and its adjacent provinces of Rizal, Laguna, Cavite and Bulacan (NCR Plus Bubble) under Enhanced Community Quarantine (ECQ) from 29 March 2021 to 04 April 2021. The resolution, approved by President Rodrigo R. Duterte, provided stringent limitations on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols;

WHEREAS, on 02 April 2021, the City Health Office (CHO), through Juancho H. Bunyi, MD, Acting Head, recommends the reduction in the workforce of the Muntinlupa City Hall Complex, composed of the Main Building, Annex Building, and the People's Center, reporting a high attack rate of up to 211 cases per 1000 population covering the period from 27 March to 02 April 2021. Moreover, the COVID-19 infections of the index cases were deemed contracted from the community and were transmitted in the workplace. The same recommendation included substantial reduction of manpower reporting in the office premises, intensive disinfection, testing, and quarantine and isolation measures;

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



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Section 1. Declaration.

A reduction in the work force of the Muntinlupa City Hall Complex, covering the Main Building, Annex Building, and the People's Center, is hereby declared, and it shall commence on 05 April 2021, Monday. Office hours shall be limited from 8 o'clock in the morning to 3 o'clock in the afternoon. These shall remain in effect until provided otherwise.

Section 2. Functions.

A. City Human Resources Management Department.

The City Human Resources Management Department (CHRMD) shall take the lead in fully realizing the scope of this Executive Order. Towards this end, it shall closely monitor all reported covid-19 positive cases among the departments and offices, including those located outside of the City Hall Complex. It shall furthermore coordinate with the respective Heads on the ideal number of personnel who shall report physically for work. All due consideration for the speedy, efficient and complete delivery of services shall be maintained and shall never be compromised.

B. City Health Office.

The City Health Office (CHO) shall, similar to the CHRMD, closely monitor all positive and probable covid-19 cases among the workforce, and implement strict isolation protocols, which includes, among others, contact tracing, testing, and placement in isolation facilities, whenever applicable.

In order to ensure the safety of all those who will report physically for work, a special section shall be erected within the City Hall Complex for the conduct of antigen testing.

Likewise, it shall conduct disinfection of all departments and offices starting at three o'clock in the afternoon.

C. Department of Disaster Resilience and Management.

The Department of Disaster Resilience and Management (DDRM) shall coordinate with the Philippine Red Cross on the offer submitted by the latter to supply essential manpower, equipment and materials for identified public and private schools which may be used as



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isolation facilities, subject to counterpart provision from the City Government of Muntinlupa (CGM).

It shall also conduct disinfection mentioned in the preceding sub-section, inasmuch as it is a concession to the breadth of the required operations. Close coordination with the CHO is enjoined.

D. City Engineering Department.

Erect, construct and create a safe and comfortable environment for the workforce who may be deployed outside of their respective departments and offices. Likewise, isolation facilities and other vital infrastructure projects that serve to complement this Executive Order shall be fast tracked for speedy utilization.

E. Public Information Office.

Since the reduction in the workforce may cause inconvenience among the transacting public, the Public information Office (PIO) shall provide the necessary dissemination of public announcements related thereto, using all available platforms.

F. All Other Departments and Offices.

Avoid person-to-person meetings, especially when it involves more than three (3) individuals. Whenever applicable, virtual meetings shall be preferred.

Regularly submit to the CHRMD, copy furnished the Office of the City Mayor and the Office of the City Administrator, the Alternative Work Arrangements (AWA) that shall be implemented in their respective jurisdictions. Towards this end, due consideration for the general well-being of the employee concerned, the discharge of functions and the proper flow of paperwork and other documents shall be made.

Section 3. Notice to Employees.

While the reduction in the work force contemplated in this Executive Order will necessitate an order for Work from Home (WFH), or other similarly-situated arrangement equating to physical absence from the workplace, any employee caught engaged in unofficial acts, which includes any undertaking that would not be normally done or would not be allowed during office hours, shall be dealt with according to relevant law, rules and regulations.



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Section 4. Repealing Clause.

Any previously issued order deemed inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.

Section 5. Separability Clause.

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

Section 5. Effectivity Clause.

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

DONE AND EXECUTED this 5th day of April 2021 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor