



EXECUTIVE ORDER NO. 2020-030

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**MANDATING THE OBSERVANCE OF ALTERNATIVE WORK ARRANGEMENTS
AMONG DEPARTMENTS AND OFFICES OF THE CITY GOVERNMENT AS A
PRECAUTIONARY MEASURE AGAINST COVID-19**

WHEREAS, there is an increased incidence of suspected and confirmed cases of CoViD-19 among employees and other personnel of the city government, both at the Main City Hall Complex and at the Market Enterprise and Promotion Office;

WHEREAS, the Sangguniang Panlungsod and the City Population and Nutrition Office are currently under lockdown due to CoViD-19 bringing to ten the number of offices of the city government placed under lockdown in a period of one month;

WHEREAS, such increased incidence, notwithstanding observance of health protocols, puts at risk the rest of the workforce as well as their clients to possible exposure to the virus;

WHEREAS, there is a need to reduce such risk of exposure;

NOW THEREFORE, I, NELSON S. LEGACION, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following.

SECTION 1. ROTATION OF WORKFORCE. As a precautionary measure to reduce the risk of exposure, departments and offices shall impose a rotational schedule for reporting for work of their employees and personnel.

SECTION 2. WORK FROM HOME. Employees and personnel who are not scheduled to physically report for work shall be assigned appropriate tasks by their head of office which should be performed at home under a work-from-home (WFH) arrangement. One day of WFH shall be deemed as eight-hour work. At the end of each WFH period, the concerned employee or personnel shall submit an accomplishment report. Such accomplishment report, duly approved by the head of office, shall be submitted to the Human Resource and Management Office for monitoring purposes and one copy shall be attached to the payroll.

Those under WFH arrangement, however, must always be on standby and be ready to be called upon to physically report to work as exigency of service so demands.

Room 201, 2nd Floor, Naga City Hall, J. Miranda Avenue
Concepcion Pequeña, City of Naga
(054) 881 0447 | (054) 205 2980 loc. 2010
www.naga.gov.ph



Republic of the Philippines
Office of the City Mayor
City of Naga, 4400



SECTION 3. OTHER ALTERNATIVE WORK ARRANGEMENT. Heads of departments and offices are given the option to adopt other alternative work arrangements as provided under Civil Service Commission Memorandum Circular No. 10. S. 2020 which, in their judgment, is more appropriate to their situation.

SECTION 4. NON-IMPAIRMENT OF FRONTLINE SERVICES. Regardless of the alternative work arrangement, the number and functions of personnel reporting in the office shall be such number as to sustain frontline services and perform the core mandate of the office.

SECTION 5. EFFECTIVITY OF ALTERNATIVE WORK ARRANGEMENTS. Heads of departments and offices shall submit to the HRMO the rotational schedule, or such other alternative work arrangement they may have adopted, of their employees and personnel. Effectivity of such schedule shall be on the date the same is stamped received by the HRMO.

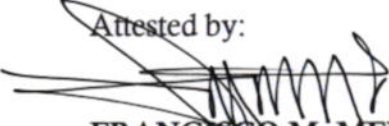
SECTION 6. INCIDENCE OF INFECTION. In case of an occurrence in a particular office of a probable or confirmed case of CoViD-19, said office shall immediately be lockdown, all its employees and personnel shall be ordered to undergo rapid anti-body test, and the office premises shall be disinfected. The office shall remain under lockdown and continuous disinfection for at least two days. After which, all those who tested IgM negative, regardless of the result of IgG, shall resume work as per their alternative work schedule. Those who tested IgM positive, regardless of the result of IgG, shall follow the instruction of the Health Emergency Response Task Force as to quarantine or treatment protocol.

SECTION 7. EFFECTIVITY. This Executive Order shall take effect immediately.

Issued this 28th day of August, Two Thousand and Twenty in the City of Naga, Philippines.


NELSON S. LEGACION
City Mayor

Attested by:


FRANCISCO M. MENDOZA
Acting City Administrator

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