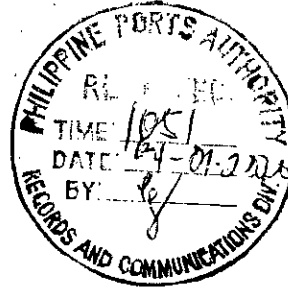


MAR 23 2020

PPA MEMORANDUM CIRCULAR

No. 12 - 2020



SUBJECT : FOUR-DAY WORKWEEK POLICY

Pursuant to Memorandum Circular No. 7, s. 2020 by the Civil Service Commission issued on March 11, 2020, or the Interim Guidelines for Alternative Work Arrangements and Support Mechanism for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922, and CSC Announcement No. 12, s. 2020, Alternative Work Arrangements in light of Code Red Sublevel 2, all government agencies are encouraged to adopt work arrangement options where the Four-day Workweek/Compressed work week was among the alternatives.

Whereas, in accordance with Section 7, Rule XVII (Government Office Hours) of the Omnibus Rules Implementing Book V of EO 292 and Other Pertinent Civil Service Laws provides that in the exigency of the service, requests for the rescheduling of shifting of work schedule for a number of working days less than five (5) days may be allowed provided that government officials and employees render a total of forty (40) hours a week and the public is assured of core working hours of eight in the morning (8am) to five in the afternoon (5pm) continuously for the entire work week.

1. Definition

The Four-Day Workweek Scheme is an alternative work arrangement whereby the individual's workweek is reduced to four (4) days but the number of work hours per day is increased to 10 hours so the total number of required work hours per week shall not be less than 40 hours.

2. Coverage

The guidelines, rules and regulations prescribed under this Circular shall apply to all PPA personnel.

3. General Policies

- 3.1** The schedule of the PPA Four-Day Workweek Scheme shall be either from **Monday to Thursday or Tuesday to Friday**.
- 3.2** The fixed office hours per day shall be from 7:00 AM to 6:00 PM, inclusive of one (1) hour lunch break.
- 3.3** Availment of overtime shall not be allowed during their day-off, either on a Monday or a Friday, unless deemed necessary.

4. Procedures in the Filing, Processing and Approval of the Workweek Schedule

- 4.1 Interested PPA personnel shall choose one (1) preferred schedule, a) Monday to Thursday or b) Tuesday to Friday
- 4.2 He or she shall fill-out the PPA Four-Day Workweek Scheme Application Form (see attached) and shall seek endorsement from his or her Division Chief. The Department Manager/Port Manager shall be the approving officer.
- 4.3 Accomplished forms shall be submitted to respective HRSD/PMO RMD/PMO Admin Division, copy furnish the Human Resource Management Department (HRMD).
- 4.4 Once a preferred schedule is chosen, an employee can no longer change his or her preferred schedule while the Four-Day Workweek Scheme is being implemented.

5. Conditions in the Filing, Processing and Approval of the Workweek Schedule

- 5.1 All RC Heads shall **ensure that at least 50% of their manpower** will report to work on Mondays and Fridays which will **ensure that all services of the Division/Unit/Office are effectively rendered during those days.**
- 5.2 Likewise, all Division Heads must ensure that a supervisor and a senior staff are present on Mondays and Fridays.
- 5.3 In case wherein a Division Chief chose to avail of the Four-Day Workweek Scheme, he/she shall assign a regular Officer-in-Charge (OIC) during his/her preferred day-off, still for the Department/Port Manager's approval and shall submit the approved form to the Human Resource Management Department, regarding the nominated OIC.

6. Responsibility for Implementation

- 6.1 The Human Resource Services Division (HRSD) shall provide the necessary adjustments in the Biometrics System to reflect the preferred schedule of each employee.
- 6.2 The HRSD/PMO RMD/PMO Admin Division shall also ensure that the Payroll System will be appropriately modified for this purpose; only for those employees who will avail of the Four-Day Workweek Scheme.
- 6.3 The HRSD/PMO RMD/PMO Admin Division shall consolidate received application forms of interested employees for this scheme and shall

- 6.4 The HRMD / PMO shall likewise prepare the appropriate Special Orders upon receipt from the Division Heads availing of this scheme for their nominated Officer-In-Charge during his/her day-off.
- 6.5 The Information and Communications Technology Department (ICTD) shall ensure the publication of these guidelines in the PPA website.
- 6.6 The HRMD shall ensure that these guidelines are posted in three (3) conspicuous places in PPA.

7. Effectivity

- 7.1 The General Manager may suspend the implementation of the PPA Four-Day Workweek Scheme as he deems necessary.
- 7.2 The Civil Service Commission (CSC) retains the authority to revoke or suspend the PPA's authority to implement the Four-Day Workweek Scheme.

This Order takes effect immediately.


JAY DANIEL R. SANTIAGO
General Manager

PHILIPPINE PORTS AUTHORITY

RC NAME: _____

DIVISION/OFFICE: _____

FOUR DAY WORK WEEK APPLICATION FORM

NO	NAME	POSITION	CHOOSE FROM BELOW SCHEDULE	
			MONDAY TO THURSDAY	TUESDAY TO FRIDAY
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Recommending Approval:

Approved by:

Division Manager

RC Head/ Dept. / PMO