



## INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION COMMITTEE (IAEECC)

RESOLUTION NO. 7, s. 2023

### ENCOURAGING THE ADOPTION OF FLEXIBLE WORK ARRANGEMENTS FOR ALL GOVERNMENT ENTITIES AS PART OF THE GOVERNMENT'S ENERGY EFFICIENCY AND CONSERVATION (EEC) MEASURES UNDER THE GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)

**WHEREAS**, Republic Act (RA) No. 11285 or the EEC Act institutionalizes energy efficiency and conservation as a national way of life, enhances the efficient use of energy, and grants incentives to energy efficiency and conservation programs and projects;

**WHEREAS**, Section 5 of the EEC Act states that the Department of Energy (DOE) shall take the lead in the implementation of the law, and shall be responsible for the planning, formulation, development, implementation, enforcement, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs;

**WHEREAS**, Section 9 of the EEC Act created the IAEECC and lays down its powers and functions to primarily evaluate and approve government energy efficiency projects (GEEPs), and to provide strategic direction in the implementation of the GEMP;

**WHEREAS**, Section 10 of the EEC Act provides that the IAEECC shall annually recommend specific operations and maintenance procedure modifications and capital projects for state-owned and leased buildings and facilities designed to reduce energy consumption and costs;

**WHEREAS**, Section 43 of DOE Department Circular (DC) No. DC2019-11-0014, or the Implementing Rules and Regulations (IRR) of the EEC Act (EEC Act-IRR) provides that the GEMP covers all government entities comprising of agencies, including all departments, bureaus, offices, agencies, branches, and instrumentalities or political subdivision, government-owned and controlled corporations (GOCCs), and including its subsidiaries or other self-governing board or commission of the National Government, the local government units (LGUs), and state universities and colleges (SUCs), and authorizes the IAEECC to issue appropriate orders for the implementation of the GEMP;

**WHEREAS**, pursuant to Section 13 (Energy Efficiency Cost Reduction Targets and Base Period) of the GEMP Guidelines, all government entities are encouraged to reduce their electricity and fuel consumption by at least ten percent (10%) and must undertake a mandatory cost-cutting and fuel consumption measure to reduce energy consumption in the government;

**WHEREAS**, Section 7, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order (EO) No. 292 and other pertinent Civil Service laws provide that in the exigency of the service, or when necessary by the nature of work of a particular agency and upon representation with the Civil Service Commission (CSC) by the department heads concerned, requests for rescheduling or shifting of work schedule for a number or working days less than the required 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 (8:00 AM) to five in the afternoon (5:00 PM) continuously for the duration of the entire work week;

**WHEREAS**, Section 12(3), Title I, Subtitle A, Book V of the Administrative Code of 1987 EO No. 292 conferred on the CSC the power and function “to promote policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government”;

**WHEREAS**, CSC Memorandum Circular (MC) No. 25, s. 2019 (Revised Guidelines on Flexible Working Hours in the Government), MC No. 6, s. 2022 (Policies on Flexible Work Arrangements in the Government), and Commission on Audit (COA) - Department of Budget and Management (DBM) Joint Circular No. 1, s. 2022 (Policies on the Adoption of Flexible Work Arrangements for Contract of Service [COS] and Job Order [JO] Workers in Government) allow government entities to adopt flexible work arrangements to complement the government’s strategies to ease the traffic congestion in Metro Manila and other urbanized cities in the country, provide safe work spaces for government officials and employees to ensure their health and welfare while performing public service, enhance operational efficiency and effectiveness, and support work-life balance of government workers;

**WHEREAS**, pursuant to pertinent CSC and COA-DBM guidelines, the DOE, Department of Transportation (DOTr), Department of the Interior and Local Government (DILG), Department of Science and Technology (DOST), and Department of Trade and Industry (DTI) have implemented a department-wide flexible work arrangement, i.e., combination of onsite and work-from-home (WFH) arrangement;

**WHEREAS**, given the challenges brought about by high energy prices, there is a need to further strengthen the implementation of the GEMP in all government offices/buildings/facilities without affecting the efficient delivery of services to the public;

**WHEREAS**, to minimize and mitigate the impact of the abovementioned, the government must introduce and implement short- and long-term programs in addition to existing GEMP methods/approaches in utilizing and conserving the electricity and fuel in the government;

**WHEREAS**, the IAEECC recognizes the flexible work arrangement of the combination of a four (4)-day onsite and one (1)-day WFH work schedule for government officials and employees as an effective energy efficiency and conservation measure; and

**WHEREAS**, Section 4 of DOE Department Order (DO) No. DO20 20-01-0001 provides that the IAEECC shall act as a collegial body, and approval of its actions may be made by a simple majority.

**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED** by the members of the IAEECC:

**RESOLVED**, that the IAEECC encourages the adoption of the flexible work arrangement such as the combination of a four (4)-day onsite and one (1)-day WFH arrangement or other forms of flexible work arrangement in all government entities to minimize the impact of steep global prices of petroleum products, reduce the consumption of both electricity and fuel of the whole government, and alleviate traffic congestion;

**RESOLVED**, that the flexible work arrangements under this Resolution may be implemented in a manner that ensures efficient and effective performance of government functions and

delivery of public services with due consideration to the peculiar circumstances of each government entity, such as but not limited to the following:

1. During the WFH schedule, all government offices shall continue to implement regular operating hours and ensure that the required 40 working hours per week is rendered, which shall begin no earlier than 7:00 AM to 10:00 AM and end no later than 7:00 PM or onwards, except in cases of emergency or urgent matters, as determined by the head of the agency.
2. Government offices that provide essential and emergency services may adopt flexible work arrangements: *Provided*, That all services to the public are maintained during regular hours: *Provided*, further, that government entities with 24/7 operations may still adopt a combination of flexible work arrangements applicable or appropriate to their own operations. Said government offices include, but are not limited to, the following:
  - a. Hospitals, health facilities and utilities, with the exception of barangay health centers;
  - b. Police, military camps, facilities and installations;
  - c. Prisons and other correctional facilities;
  - d. Laboratories which are not inside government hospitals, e.g., Research Institute for Tropical Medicine (RITM);
  - e. Seaports, airports, and other transportation terminals;
  - f. Data centers;
  - g. Facilities of the Bangko Sentral ng Pilipinas;
  - h. Relevant judicial function pursuant to the applicable issuances of the Supreme Court on the matter and legislative functions requiring 24/7 operations; and
  - i. All other government offices/buildings/facilities that require 24/7 operations to deliver public services.
3. The use of government motor vehicles shall be minimized during rush hour, and the carpooling of different bureaus/offices attending the same event along with other fuel efficiency measures shall be encouraged. Government entities shall ensure that their vehicles are fuel efficient and properly maintained, pursuant to Sections 12 and 15 of the GEMP guidelines.
4. The agency head, through its designated EEC officers and focal persons, must ensure the submission of monthly electricity and fuel consumption through the GEMP Online System ([gemp.doe.gov.ph](http://gemp.doe.gov.ph)) for monitoring of compliance with this Resolution and the GEMP.

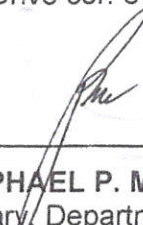

**RESOLVED**, that all government offices may formulate their own internal guidelines which are appropriate/applicable to their mandate and functions consistent with this Resolution: *Provided*, That the internal guidelines must be in accordance with this Resolution and pertinent CSC and COA-DBM guidelines and shall not affect the performance of their functions, specifically the delivery of services to the public: *Provided, Further*, That all government entities are encouraged to set a fixed schedule for onsite reporting to maximize energy efficiency;

**RESOLVED FURTHER**, that the IAEECC endorses this Resolution to the CSC for consideration and issuance of a Memorandum Circular for the effective implementation of the combination of a four-day onsite and one-day WFH arrangement or other flexible work arrangements;


**RESOLVED FURTHER**, that the IAEECC shall conduct a quarterly review of this Resolution to determine its effectiveness in attaining the objective of reducing the electricity and fuel consumption of the whole government; and

**RESOLVED FINALLY**, that this Resolution shall take effect upon publication in the Official Gazette or a newspaper of general circulation. A copy of this Resolution shall be filed with the University of the Philippines Law Center – Office of the National Administrative Register.

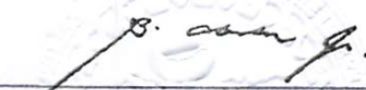
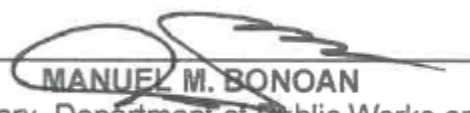
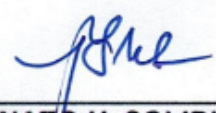
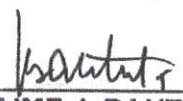

**ADOPTED**, in Energy Center, Rizal Drive cor. 34<sup>th</sup> Street, Bonifacio Global City, Taguig City.

  
  
\_\_\_\_\_  
**RAPHAEL P. M. LOTILLA**  
Secretary, Department of Energy  
and Chairperson, IAEECC

**IAEECC MEMBERS:**

  
\_\_\_\_\_  
**AMENAR F. PANGANDAMAN**  
Secretary, Department of Budget and  
Management  
\_\_\_\_\_  
**BENJAMIN E. DIOKNO**  
Secretary, Department of Finance

MAY 02 2023

  
\_\_\_\_\_  
**BENJAMIN C. ABALOS, JR.**  
Secretary, Department of the Interior and  
Local Government  
\_\_\_\_\_  
**MANUEL M. BONOAN**  
Secretary, Department of Public Works and  
Highways  
\_\_\_\_\_  
**ALFREDO E. PASCUAL**  
Secretary, Department of Trade and  
Industry  
\_\_\_\_\_  
**RENATO U. SOLIDUM, JR.**  
Secretary, Department of Science and  
Technology  
\_\_\_\_\_  
**JAIME J. BAUTISTA**  
Secretary, Department of Transportation  
\_\_\_\_\_  
**ARSENIO M. BALISACAN**  
Secretary, National Economic and  
Development Authority

**CERTIFIED CORRECT:**

  
\_\_\_\_\_  
**PATRICK T. AQUINO, CSO III**  
Director, IAEECC Secretariat