



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO2019-07-0014 *PN*

**IMPLEMENTATION OF THE MODIFIED FOUR-DAY WORKWEEK SCHEME IN
THE DEPARTMENT OF ENERGY**

WHEREAS, Section 7, Rule XVII (Government Office Hours) of the Omnibus Rules Implementing Book V of Executive Order 292 and Other Pertinent Civil Service Laws provides 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 of 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 to five in the afternoon continuously for the duration of the entire work week;

WHEREAS, CSC Resolution No. 140128 of 2014 encourages government agencies in Metro Manila to implement a four-day workweek scheme to contribute in lessening the volume of traffic in Metro Manila;

WHEREAS, in response to the worsening traffic situation in Metro Manila as conveyed by the Metropolitan Manila Development Authority (MMDA) brought about by major infrastructure projects of the Department of Transportation (DOT) and the “ber” months;

WHEREFORE, the Department of Energy resolves to adopt the Guidelines in the Implementation of the DOE Modified Four-Day Workweek Scheme:

**GUIDELINES IN THE IMPLEMENTATION OF THE FOUR-DAY WORKWEEK
SCHEME IN THE DEPARTMENT OF ENERGY**

I. Background

In response to the worsening traffic situation in Metro Manila as conveyed by the Metropolitan Manila Development Authority (MMDA) brought about by major infrastructure projects of the Department of Transportation (DOTr), the Department of Energy (DOE) resolves to implement the Modified Four-Day Workweek Scheme.

II. Concept and Definition

The Modified Four-Day Workweek Scheme is an alternative arrangement whereby the normal workweek is reduced to four (4) days, but the number of work hours per day is increased to ten (10) hours instead of eight (8) so that the total number of work hours per week remains at forty (40) hours.

The Modified Four-Day Workweek Scheme will be implemented in the DOE alongside the regular five-day work week.

III. Guidelines

1. Who can Avail?

- 1.1. Permanent and coterminous DOE employees can avail of the Modified Four-Day Workweek Scheme, except for the members of the Management Committee who hold positions with Salary Grade (SG) 27 and above (or are Officers-in-Charge of such positions); and all Drivers and Chauffeurs.

2. What is the Schedule?

- 2.1. The schedule of the DOE Modified Four-Day Workweek Scheme shall be either Monday to Thursday, or Tuesday to Friday.
- 2.2. For employees who avail of the Modified Four-Day Workweek Scheme, their Flexible Time Schedule shall be suspended during its implementation.
- 2.3. The fixed office hours per day shall be from 7:30 AM to 6:00 PM, inclusive of thirty (30) minutes lunch break.
- 2.4. For those with approved authority to render Overtime Work, overtime Work could still be done during their day-off, either on a Monday and/or a Friday.

3. How to Avail?

- 3.1. Interested qualified DOE employees shall choose one (1) preferred schedule.
- 3.2. He or she shall fill-out the DOE Modified Four-Day Workweek Scheme Application Form and shall seek approval from his or her Division Chief and Director or the Official he/she serves.
- 3.3. Accomplished forms shall be submitted to the Human Resource Management Division (HRMD).

- 3.4. Once the preferred schedule is chosen, an employee can no longer change his or her preferred schedule while the Modified Four-Day Workweek Scheme is being implemented.
4. How to Ensure there is Sufficient Manpower?
 - 4.1. All Division Heads shall be accountable in ensuring that at least 50% of their manpower will report to work on Mondays and Fridays, constituting an adequate workforce which will ensure that all services of the Division/Unit/Office are effectively rendered during those days.
 - 4.2. Likewise, all Division Heads must ensure that a supervisor and a senior staff are present on Mondays and Fridays.
 - 4.3. In case wherein the Division Chief chose to avail of the Modified Four-Day Workweek Scheme, he/she shall assign a regular Officer-In-Charge (OIC) during his/her preferred day-off and submit to the Human Resource Management Division the nominated OIC.
 5. What are the Support Processes?
 - 5.1. The Information Technology and Management Service (ITMS) shall provide the necessary adjustments in the Finger Scan System to reflect the preferred schedule of each employee.
 - 5.2. The Accounting Division shall also ensure that the Payroll System will be appropriately modified for this purpose, only for those employees who will avail of the DOE Modified Four-Day Workweek Scheme.
 - 5.3. The Human Resource Management Division (HRMD) shall consolidate received application forms for this scheme of interested DOE employees and shall likewise make the necessary adjustments in the leave computations and other personnel records of those who avail of the DOE Modified Four-Day Workweek Scheme.
 - 5.4. The HRMD shall likewise prepare the appropriate Special Orders upon receipt from the Division Heads availing of this scheme of their nominated Officer-In-Charge during his/her day-off
 6. What is the Feedback Mechanism?
 - 6.1. Each Bureau/Service/Office shall develop a feedback system to solicit the opinion of their clients on the DOE Modified Four-Day Workweek Scheme.
 - 6.2. At the end of the DOE Modified Four-Day Workweek Scheme, the following responsible Divisions/Units shall conduct Monitoring and Evaluation (M&E) and Impact Assessment on the following areas:

- 6.2.1. DOE's Overall Performance (EPPB)
- 6.2.2. Electrical Consumption (GSD)
- 6.2.3. Employee Absenteeism Rate (HRMD)
- 6.2.4. Employee Tardiness Rate (HRMD)
- 6.2.5. Employees State of Health and Wellness (HRMD)
- 6.2.6. External Client Satisfaction Rating (Bureaus/Services)

7. When is the Implementation/Effectivity?

- 7.1. The implementation of the DOE Modified Four-Day Workweek Scheme is from 01 August 2019 to 31 December 2019.
- 7.2. The HRMS shall ensure that these guidelines are posted in three (3) conspicuous places in the DOE, such as the DOE lobbies.
- 7.3. The Information Technology Division (ITD) shall ensure the publication of these guidelines in the DOE website.
- 7.4. The DOE Secretary may decide to suspend or discontinue the implementation of the DOE Modified Four-Day Workweek Scheme as he deems necessary.
- 7.5. The Civil Service Commission (CSC) retains the authority to revoke or suspend the DOE's authority to implement the Modified Four-day Workweek Scheme, based on the demands of the public, or complaints received, or reported to the CSC Contact Center ng Bayan.

All issuances which are inconsistent herewith are hereby repealed, amended and modified accordingly.


ALFONSO G. CUSI
Secretary

10 JUL 2019



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DEPARTMENT OF ENERGY
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