

Republic of the Philippines
PAMANSANG PANGASIWAAN NG PATUNG
(NATIONAL IRRIGATION ADMINISTRATION)
asaling Abldza, 117 E. Rodriguez, Sr.
Lungsod ng Quezon

MC # 12, s. 1969

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS & STAFFS,
CENTRAL OFFICE; REGIONAL & PROVINCIAL
IRRIGATION ENGINEERS, IRRIGATION
SUPERINTENDENTS OR OFFICERS-
IN-CHARGE OF IRRIGATION SYSTEMS &
PROJECT ENGINEERS
This Agency

SUBJECT : Office Hours During the Hot Season (April 1 to June 15, 1969)

Quoted hereunder for your information and guidance is Executive Order No. 175 of the Office of the President dated March 22, 1969, which is self-explanatory:

"MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 175

FIXING OFFICE HOURS DURING THE HOT SEASON.

WHEREAS, Section 564 of the Revised Administrative Code, as amended by Republic Act No. 1880, reduces the period of labor in the government service during the hot season to five continuous hours but at the same time leaves the observance thereof to the discretion of heads of departments, bureaus and offices subject to the requirements of the service; and

WHEREAS, this Administration is determined to protect the health and welfare of government employees without, however, impairing the interest of the public at large, especially at this time when we are strengthening the foundation of a sound and efficient public service;

NOW, THEREFORE, pursuant to the provisions of Section 564 of the Revised Administrative Code, as amended, the office hours from Monday to Friday of all departments, bureaus, offices, agencies and instrumentalities of the Government, including the provincial, city and municipal governments and all corporations owned or controlled by the Government, during the period from April 1 to June 15, 1969, both dates inclusive, shall be from seven-thirty o'clock in the morning to twelve-thirty o'clock in the afternoon. The provisions of this Order shall not apply to the offices in the City of Baguio, whether national, provincial or municipal and to officers and employees engaged in field work.

However, in the interest of the service, the heads of departments, bureaus, offices, agencies and instrumentalities of the Government, including the provincial and municipal governments and all corporations owned or controlled by the Government, are enjoined to require at least one-half of their personnel to be on duty in the afternoon.

Heads of government agencies and/or offices involved in the implementation of the Administration's crash rice program and public works construction projects shall make proper and necessary arrangements and/or adjustments in their respective juris-

dictions of their office hours with a view to utilizing available manpower services without detriment to the deadlines and time schedules of the said program and projects, provided that the five-hour office schedule herein set shall not in any case be reduced.


Done in the City of Manila, this 22nd day of March, in the year of Our Lord, nineteen hundred and sixty-nine.

(SGD.) FERDINAND E. MARCOS
President of the Philippines

By the President:

(SGD.) RAFAEL M. SALAS
Executive Secretary"

Strict compliance with the above memorandum is enjoined, particularly to its penultimate paragraph. Heads of Departments in the Central Office are hereby directed to recommend their own time schedule for approval by the undersigned.


ALFREDO L. JUINIO
Acting Administrator

March 26, 1969

A. J. D.