

05 Apr 2002

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 18, s. 2002

MEMORANDUM CIRCULAR

**T O : THE ASSISTANT ADMINISTRATORS, DEPARTMENT
/REGIONAL/ OPERATION /PROJECT MANAGERS,
IRRIGATION SUPERINTENDENTS, PROVINCIAL
IRRIGATION ENGINEERS AND ALL OTHERS CONCERNED**

**SUBJECT : DECLARATION OF SPECIAL (NON-WORKING) DAYS IN
OBSERVANCE OF HOLY WEEK**

I. RATIONALE

To give the citizenry the opportunity to ponder on the significance of the Holy Week and to properly observe its tradition with religious fervor without prejudice to the public interest, you are hereby directed to observe the following provisions pursuant to Proclamation No. 164 dated March 13, 2002 of the Office of the President, viz:

- March 27, 2002 - Holy Wednesday - government employees shall not be required to report for work EXCEPT as required by exigencies of public service
- March 30, 2002 - Black Saturday -- Special (Non-Working) Day

II. RULES

The following rules shall be observed:

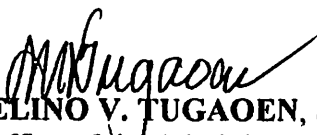
1. Monday, March 25, 2002 and Tuesday, March 26, 2002 shall remain as regular working days.
2. On Wednesday, March 27, 2002, NIA employees shall not be required to report for work except as required by the exigencies of irrigation/public service, thus:
 - (a) Chiefs of Offices, as deemed necessary, shall adopt a system of shifting, rotation or any appropriate schemes for employees who are directly involved in the running and operation of our irrigation systems/facilities to ensure continuous service to our farmer-clientele and the general public;

- (b) Casuals and other personnel paid on the daily basis and who shall not be required to report for work on March 27, 2002 shall be paid their basic rate and allowances subject to the usual accounting and auditing rules and regulations.
3. Employees who render services on March 27 and 30, 2002 shall be paid in accordance with NIA MC Nos. 27 and 27-A of 1996 and subject to the usual accounting and auditing rules and regulations;
4. Personnel observing the "Special Work Week" schedule such as Security Guards, Watchman, etc., are required to render services on the above dates who shall be paid in accordance with NIA MC Nos. 27 and 27-A, s. of 1996 and subject to the usual accounting and auditing rules and regulations;

III. SAVING CLAUSE

Cases not covered under this Circular shall be referred to the Office of the Assistant Administrator for Administrative Services.

Be guided accordingly.


MARCELINO V. TUGAOEN, JR.
OIC, Office of the Administrator

22 March 2002

FAA

MAR 13 2002

PROCLAMATION NO. 104

RECEIVED

DECLARING SATURDAY, MARCH 30, 2002 AS A SPECIAL (NON-WORKING) DAY THROUGHOUT THE COUNTRY AND ALLOWING THE PUBLIC SECTOR, UNDER CERTAIN CONDITIONS, NOT TO REPORT FOR WORK ON WEDNESDAY, MARCH 27, 2002

WHEREAS, Maundy Thursday, which falls on March 28, 2002 and Good Friday which falls on March 29, 2002 are both regular holidays;

WHEREAS, Saturday, March 30, 2002 falls between Good Friday and Easter Sunday;

WHEREAS, the Saturday falling between Good Friday and Easter Sunday has been declared a special day throughout the country in the past;

WHEREAS, the observance of Holy Week is one of our people's most cherished traditions;

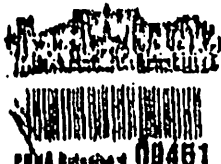
WHEREAS, our people must be given the full and uninterrupted opportunity to ponder on the significance of the Holy Week and to properly observe its traditions with religious fervor, without prejudice to public interest.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby declare:

SECTION 1. Saturday, March 30, 2002 shall be a special (non-working) day throughout the country.

SECTION 2. Furthermore, all employees of departments, offices, agencies and instrumentalities of the executive branch of the government, including government-owned or controlled corporations, shall not be required to report for work on Wednesday, March 27, 2002 except that:

- a. The head of a department, office, agency, instrumentality or government-owned or controlled corporation may, if required by the exigencies of public service, direct the employees of said department, office, agency, instrumentality or government-owned or controlled corporation to observe regular working hours and provide regular services to the public on the said date;
- b. Employees of the Bureau of Internal Revenue, Bureau of Customs, Philippine Postal Corporation and other government departments, offices, agencies, instrumentalities or government-owned or controlled corporations that impose deadlines on the transacting public for payment of taxes, fees or fines and for compliance with



FROM : Office Of The Press Secretary

FAX NO. : 7331182

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reportorial and other requirements, shall be required by the head of the department, office, agency, instrumentality or government-owned or controlled corporation to observe regular working hours and provide regular services to the public on the said date; and

- n. Employees of government departments, offices, agencies, instrumentalities or government-owned or controlled corporations providing police, security, fire protection, custodial, rescue, emergency, medical and other similar services shall be required by the head of the department, office, agency, instrumentality or government-owned or controlled corporation to observe regular working hours and provide regular services to the public on the said date.

SECTION 3. Heads of departments, offices, agencies and instrumentalities of the executive branch of the government, including government-owned or controlled corporations, are hereby directed to issue the appropriate rules and regulations to implement this Proclamation.

SECTION 4. The legislative and judicial branches of the government and the constitutional commissions are encouraged to allow their employees not to report for work on Wednesday, March 27, 2002.

SECTION 5. Employers in the private sector, except those providing banking, financial, health, security and other vital services to the public, are encouraged not to require their employees to report for work on Wednesday, March 27, 2002. *Provided,* That such employers who opt not to require their employees to report for work are urged to make the necessary arrangements, which may include increasing work hours or allowing work on other days, to ensure that daily paid workers are paid the equivalent of the wages or compensation that they would have earned on the said date and that production schedules are met to maintain a continuous supply of goods and services. All existing labor laws shall be observed.

City of Manila, March 13, 2002.

By the President:

Alberto G. Romulo
ALBERTO G. ROMULO
Executive Secretary

