

Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
E. DE LOS SANTOS AVENUE  
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 78  
CABLE NIAPHIL  
TELEX 42802 NIA PM

OUR REFERENCE:

MC# 11, s. 2003

**MEMORANDUM CIRCULAR**

TO : THE ASSISTANT ADMINISTRATORS,  
DEPARTMENT/REGIONAL, OPERATION/PROJECT  
MANAGERS, IRRIGATION SUPERINTENDENTS,  
PROVINCIAL IRRIGATION ENGINEERS AND  
OTHERS CONCERNED

SUBJECT : PROCLAMATION NO. 354 DATED APRIL 2, 2003 BY  
THE OFFICE OF THE PRESIDENT

***I. RATIONALE***

To give the citizenry 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, you are hereby directed to observe the following declarations pursuant to Proclamation No. 354 dated April 2, 2003 by the Office of the President, viz:

- April 16, 2003 – Holy Wednesday - government employees shall not be required to report for work EXCEPT as required by exigencies of public service
- April 19, 2003 – Black Saturday - Special (Non-Working) Day

***II. IMPLEMENTING RULES AND REGULATIONS***

The following implementing rules and regulations shall be observed:


1. Monday, April 14, 2003 and Tuesday, April 15, 2003 shall remain as regular working days.
2. On Wednesday, April 16, 2003, 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 April 16, 2003 shall be paid their basic rate and allowances subject to the usual accounting and auditing rules and regulations.
- 3. Employees who render services on April 16 and 19, 2003 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;
  - 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.

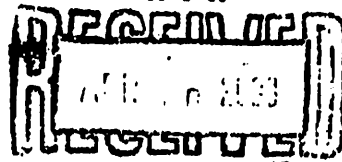
Be guided accordingly.

  
**MARCELINO V. TUGAOEN, JR.**  
Deputy Administrator  
Officer-in-Charge, Office of the Administrator

**15** April 2003

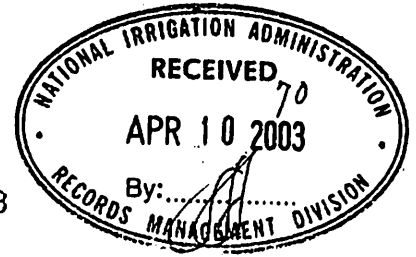


Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Elliptical Road, Diliman, Quezon City, 1100 Philippines  
Tax Identification Number: 000-845-895



Administrator's Office

April 9, 2003  
4/11



## MEMORANDUM

TO : Service/Bureaus/Regional Directors  
Heads of Attached Agencies and Corporations  
Department of Agriculture

FROM : Assistant Secretary

SUBJECT : PROCLAMATION NO. 354 DECLARING SATURDAY, APRIL 19, 2003, AS A SPECIAL (NON-WORKING) DAY THROUGHOUT THE COUNTRY AND ALLOWING THE PUBLIC SECTOR, UNDER CERTAIN CONDITIONS, NOT TO REPORT FOR WORK ON WEDNESDAY, APRIL 16, 2003

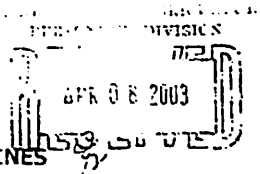
This is to inform you that the Office of the President has issued Proclamation No. 354 dated April 2, 2003 declaring Saturday, April 19, 2003, as a special (non-working) day throughout the country and allowing the public sector, under certain conditions, not to report for work on Wednesday, April 16, 2003, to give 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.

*[Signature]*  
BELINDA A. GONZALES

Fn: memo-holyweek\*ellen

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**MALACAÑANG**  
Manila



BY THE PRESIDENT OF THE PHILIPPINES

**PROCLAMATION NO. 354**

**DECLARING SATURDAY, APRIL 19, 2003, AS A SPECIAL (NON-WORKING) DAY THROUGHOUT THE COUNTRY AND ALLOWING THE PUBLIC SECTOR, UNDER CERTAIN CONDITIONS, NOT TO REPORT FOR WORK ON WEDNESDAY, APRIL 16, 2003**

WHEREAS, Maundy Thursday, which falls on April 17, 2003 and Good Friday, which falls on April 18, 2003 are both regular holidays;

WHEREAS, Saturday, April 19, 2003 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, ALBERTO G. ROMULO, Executive Secretary, by order of Her Excellency, GLORIA MACAPAGAL-ARROYO, do hereby declare:

**SECTION 1.** Saturday, April 19, 2003 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, April 16, 2003 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 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
- c. 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, April 16, 2003.

**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, April 16, 2003: *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.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this 2<sup>nd</sup> day of April, in the year of Our Lord, Two Thousand and Three.

By order of the President:

ALBERTO G. ROMULO  
Executive Secretary

By the Executive Secretary:

JOAQUIN C. LAGONERIA