



MEMORANDUM CIRCULAR NO. 28
Series of 2026

TO: THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/REGIONAL/PROJECT MANAGERS, DIVISION MANAGERS, AND ALL OTHERS CONCERNED

SUBJECT: TEMPORARY COMPREHENSIVE GUIDELINES ON THE ADOPTION OF A COMPRESSED FOUR-DAY WORKWEEK FOR ENERGY CONSERVATION PURSUANT TO MEMORANDUM CIRCULAR NO. 114, SERIES OF 2026, "DIRECTING ALL GOVERNMENT AGENCIES AND INSTRUMENTALITIES TO STRICTLY ADOPT ENERGY CONSERVATION PROTOCOLS"

I. RATIONALE

Pursuant to Memorandum Circular No. 114, Series of 2026, issued by the Office of the President, all government agencies and instrumentalities are directed to adopt strict energy conservation measures due to continuing increases in global oil prices and supply uncertainties stemming from geopolitical tensions in the Middle East.

The National Irrigation Administration hereby adopts a temporary compressed four-day workweek as a key strategy to reduce energy consumption. This arrangement will significantly lower electricity usage for lighting, air-conditioning, computers, printers, and other office equipment, as well as fuel consumption for official transportation, by limiting regular operations to four days per week.

The measure supports the national target of reducing government energy expenditures by at least 10-20% while preserving the standard 40-hour workweek and ensuring the uninterrupted delivery of essential irrigation services critical to agricultural productivity and national food security.

Implementation of the temporary compressed schedule begins on March 16, 2026 (Monday) and will continue until the Presidential directive is revoked or modified.

II. SCOPE AND COVERAGE

These guidelines apply to all regular/permanent employees, casual employees, Contract of Service (COS) workers, job order workers in all NIA offices.

COS and JO workers are fully included in the temporary compressed four-day workweek and are subject to the same daily hours, flexible time windows, exceptions, and conditions as regular employees. Their compensation will be based on actual hours rendered under



the new schedule, consistent with their respective engagement terms and applicable contractual guidelines.

III. EXCEPTIONS

1. The temporary compressed four-day workweek does not apply to personnel requiring continuous or 24/7 presence, including:
 - Security guards and facility protection staff
 - Maintenance personnel for buildings, irrigation systems, dams, canals, and related infrastructure
 - Staff involved in emergency preparedness, flood response, water distribution monitoring, and rapid repair activities
2. Exempted personnel retain regular five-day schedules or approved shifts to ensure operational continuity

IV. IMPLEMENTATION OF THE TEMPORARY COMPRESSED FOUR-DAY WORKWEEK

1. Work Schedule

- Monday to Thursday only
- Fridays are designated non-working days for energy conservation purposes
- Each workday shall consist of ten (10) hours, exclusive of a one (1)-hour lunch break and inclusive of fifteen (15) minute breaks in the morning and in the afternoon, in order to fulfill the required forty (40)-hour weekly workload in accordance with Civil Service Commission rules.

2. Flexible Hours

- Flexible staggered hours shall be permitted within the following time windows: personnel may begin work at any time between 7:00 AM and 8:00 AM, and may conclude work at any time between 6:00 PM and 7:00 PM.

3. Attendance and Compensation

- Attendance of all personnel, including Contract of Service and Job Order workers, shall be tracked using biometric devices, daily time records, or other methods approved by the Civil Service Commission.
- Contract of Service and Job Order workers shall be compensated based on the actual hours they render under the temporary compressed four-day

workweek schedule, in accordance with the terms of their respective engagements and applicable guidelines on contractual personnel.

- Any undertime or unauthorized absence shall be deducted proportionally from the personnel's pay, consistent with existing rules and regulations.
- All personnel are required to complete the full forty (40) hours of work each week; any compensatory arrangements, including compensatory time-off where applicable, shall follow the pertinent issuances of the Civil Service Commission.
- The four (4)-day workweek schedule shall be considered equivalent to the regular five (5)-day workweek for purposes of compensation and benefits, provided that the required forty (40) workings per week are completed.

4. Overtime

- The rendition of overtime services shall be suspended for all personnel covered by the temporary compressed four-day workweek.
- Drivers assigned to official vehicles, even if covered by the compressed four-day workweek, may render overtime services when necessary
- Exceptions to the suspension shall be allowed only in the exigency of the service and in cases of verified emergencies.
- Personnel excepted from the temporary compressed four-day workweek may render overtime services as necessary to perform critical functions, subject to the existing Civil Service Commission rules governing compensatory time-off or overtime pay.

5. Employee Welfare

- Flexible scheduling within the permitted time windows is intended to support work-life balance for all personnel, including Contract of Service and Job Order workers, by allowing them greater control over their daily start and end times while still meeting the required work hours.
- All offices shall strictly observe applicable health and safety protocols, which include providing adequate rest periods during the extended workday to minimize fatigue and promote the well-being of personnel working the ten-hour shifts.

V. COMPRESSED WORKWEEK COMMITTEE

A Compressed Workweek Committee is hereby created to oversee the rollout, monitoring, evaluation, and continuous improvement of the temporary compressed four-day workweek arrangement in NIA. Its key duties and responsibilities include:

1. Oversee the full implementation and ensure strict compliance with this MC and OP MC No. 114, s. 2026.

2. Collect, analyze, and consolidate data on energy and fuel savings (monthly electricity and fuel consumption compared to baselines).
3. Assess personnel adjustment (productivity, work-life balance, fatigue, morale).
4. Gather and evaluate stakeholder feedback (especially from farmers/Irrigators' Associations) on ease of reaching NIA for consultations, complaints, repairs, and inquiries, particularly regarding Fridays.
5. Conduct periodic reviews, including analysis of short employee and farmer surveys, to identify challenges and recommend adjustments.

The Compressed Workweek Committee shall be composed the following:

	Central Office	Regional/Project Offices
Chairperson:	Deputy Administrator for Administrative and Finance	Regional/Project Manager
Members:	Manager, Administrative Department	Manager, Administrative and Finance Division
	Manager, Operation Department	Manager, Engineering and Operation Division
	Manager, Equipment Management Division	Managers of the Irrigation Management Offices
	Manager, General Services Division	Public Relations Officer
	Manager, Human Resource Division	
	Public Relations Officer IV	
Secretariat	Employee Welfare and Benefits Section, Human Resource Division	Administrative Section, Administrative and Finance Division

The Secretariat shall provide administrative, technical, and logistical support to the committee.

The committee shall prepare and submit monthly consolidated reports to the NIA Administrator covering the following:

1. Energy and fuel savings achieved (with comparative data on electricity and fuel consumption)
2. Summary of personnel adjustment trends (from surveys or feedback)
3. Stakeholder feedback highlights (especially on ease of reaching NIA services)

4. Compliance status, issues encountered, and initial recommendations.

VI. REGIONAL/PROJECT OFFICE GUIDELINES

Regional and Project Offices may formulate implementing guidelines of the temporary compressed four (4) day workweek or supplementary procedures to address office-specific operational needs.

However, such internal guidelines shall:

1. strictly conform in principle to the provisions of Memorandum Circular No. 114, s. 2026, and this NIA Memorandum Circular.
2. not deviate from the core elements of the temporary compressed four-day workweek, exemptions, flexible hours, overtime rules, and energy conservation objectives.
3. be submitted to the NIA Administrator, through the Deputy Administrator for Administrative and Finance for review and approval prior to issuance and implementation.

VII. EFFECTIVITY

The temporary compressed four-day workweek commences on March 16, 2026, and continues until revocation of MC No. 114, s. 2026, or further notice.

For strict and immediate compliance.



ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

Date: 12 MAR 2026