



MEMORANDUM CIRCULAR NO. 29
Series of 2026

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

SUBJECT: SUPPLEMENTARY GUIDELINES AND CLARIFICATIONS ON THE IMPLEMENTATION OF THE 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"

1. RATIONALE

Following the issuance and dissemination of Memorandum Circular No. 28, Series of 2026, which provides comprehensive guidelines for the adoption of a temporary compressed four-day workweek, the National Irrigation Administration deems it appropriate to issue supplementary guidelines, clarifications and adjustments. These refinements aim to ensure smoother implementation, address operational practicalities, and continue supporting the national objective of energy conservation while maintaining the highest standards of service delivery to our farmer-beneficiaries.

The adjustments outlined herein are intended to promote clarity, flexibility, and employee well-being without deviating from the core principles of OP MC No. 114, s. 2026, and NIA MC No. 28, s. 2026.

II. SUPPLEMENTARY GUIDELINES

1. Exceptions

In addition to the existing excepted categories, the temporary compressed four-day workweek shall not apply to personnel directly assigned to construction activities. These personnel shall retain the regular five-day schedules or approved shifts to ensure continuity of ongoing construction projects and related activities critical to irrigation infrastructure development.



2. Flexible Hours

Flexible staggered hours will be permitted within the following updated time windows: personnel may begin work at any time between 7:00 AM and 9:00 AM, and conclude work at any time between 6:00 PM and 8:00 PM.

The required ten (10) hours of each workday shall be exclusive of a one (1)-hour lunch break, but inclusive of a fifteen (15)-minute rest break in the morning, and a fifteen (15)-minute rest break in the afternoon.

This arrangement provides personnel with adequate time for rest and meals during the extended workday while ensuring that the full ten (10) hours of service are rendered. The adjustment offers greater flexibility to better accommodate varying personal circumstances and operational demands, all while maintaining full compliance with the forty (40)-hour weekly workload prescribed by Civil Service Commission rules.

3. Flag Raising and Lowering Ceremonies

The flag raising ceremony will be scheduled between 7:00 AM and 8:00 AM, while the flag lowering ceremony between 4:00 PM and 5:00 PM.

4. Reversion to Original Work Schedule on Predetermined Holidays

Whenever a predetermined national/local regular or special holiday falls within a week, offices shall revert to the original five-day work schedule for said week. This ensures that official holidays are observed in the customary manner without disruption to established government practices.

5. Overtime During Reverted Week

The suspension of overtime services shall continue to apply even during weeks when offices revert to the original five-day schedule due to predetermined holidays. Overtime may only be rendered in cases of urgent necessity or verified emergencies, consistent with existing Civil Service Commission rules and the energy conservation objectives of the compressed arrangement.

6. Leave Deductions During the Temporary Compressed Four-Day Workweek

Vacation leave and sick leave filed during the temporary compressed four-day workweek shall be charged at the equivalent of 1.25 days per day of absence from leave credits. This proportional adjustment reflects the extended daily hours and helps maintain fairness in leave administration.

7. Special Leave Entitlements

A separate clarification on the deduction for special leave entitlements (such as Special Privilege Leave, Wellness Leave, Mandatory/Forced Leave, Solo Parent Leave, Maternity Leave, Paternity Leave, and other similar special leaves) shall be

issued once official guidance has been received and cleared with the Civil Service Commission.

In the meantime, offices are advised to continue processing these special leaves in accordance with existing CSC rules and NIA policies pending the issuance of the said clarification.

8. Online Emergency Meetings or Coordination on Fridays

Personnel are kindly requested and required to participate in online emergency meetings or necessary coordination activities that may be scheduled on Fridays, even during the non-working day under the compressed arrangement. This ensures timely response to urgent matters while minimizing physical presence and energy consumption.

III. EFFECTIVITY

This Memorandum Circular takes effect immediately and shall form part of the implementing guidelines under MC No. 28, s. 2026. All previous issuances inconsistent herewith are deemed modified accordingly.

For your information, guidance, and strict compliance.


ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

13 MAR 2026