



MPV/MC-723-20

SEP 04 2020

MEMORANDUM CIRCULAR NO. 226
Series of 2020

**SUBJECT: POLICIES IN THE IMPLEMENTATION OF THE FOUR-DAY WORKWEEK
AT THE MIAA**

GENERAL

1. Pursuant to CSC MC No. 10, s. 2020 on the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanism for Workers in the Government during the Period of State of National Emergency Due to COVID-19 Pandemic, the MIA Authority hereby establishes a Four-Day (Compressed) Workweek scheme for implementation.

DEFINITION

2. *Four-Day Workweek* - Officers and employees' workweek are reduced to four (4) days but the number of work hours per day is increased to 10 hours so the total number of required work hours per week shall not be less than 40 hours.

SCOPE AND COVERAGE

3. This Circular shall apply to all MIAA personnel - permanent, temporary, co-terminus, casual, contractual, including Job Order or Contract of Service and LSERV - managed personnel.

GUIDELINES

4. The Four-Day Workweek scheme is not mandatory. The scheme is only applicable to offices, departments or divisions with sufficient manpower at all times. The adoption of such scheme should not in any way create vacuum in the scheduling of personnel or an opportunity to avail scheduled overtime service.
 - a) *Flexi-Time Schedule* - The 4-day workweek for Corporate offices shall be allowed with sliding flexible work schedule which shall start from 7:00 A.M. to 9:00 A.M. and end at 6:00 P.M. to 8:00 P.M.

This can be from Mondays to Thursdays or Tuesdays to Fridays of each workweek, or any other combinations of the working days provided that the 40-hour work in a week shall be completed and ensure that there are employees reporting the whole workweek.

- b) Temporary Days-off (Mondays or Fridays) shall also be allowed under flexi-time schedule provided that the 40 hours work per week duty of an officer/employee is scheduled.
 - c) *Shifting Schedule* - Officers and employees on shifting schedules may avail of the Four-Day Workweek schedule, provided that, they shall meet the required 40 hours work per week or 10 hours of straight duty per day inclusive of mealtime.
5. For purposes of this scheme and subject to availability of funds, the following MIAA Organic / LSERV employees who are able to report for actual duty in MIAA for ten (10) hours of work a day may be entitled to render overtime service with pay based on the following conditions:
- a) Employees on flexi-schedule shall only be allowed to render overtime during emergency or when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and that non-completion of the same will: *a) cause financial loss to the government or its instrumentalities; b) embarrass the government due to its inability to meet its commitments; or c) negate the purposes for which the work or activity was conceived.*
 - b) Employees on shifting schedule may render overtime service only in any of these instances:
 - 1) Absence of incoming employee;
 - 2) Tardiness of incoming employee; or
 - 3) In case of emergency.
6. Officers/employees who may opt to avail of the four-day workweek shall be required to render work for four (4) days in a week or for a total of forty (40) hours for each workweek, except on holidays.
7. Officers/employees **shall render not less than ten (10) hours of work per day**, either from Monday to Thursday or Tuesday to Friday of each workweek, except on holidays.
8. In case a holiday falls within the scheduled workweek of the employee, the required 40-hour workweek shall be considered as complied except for those employees who are required to provide skeletal workforce and under offices that are required to operate on a 24/7 work schedule.
9. Heads of Office/Department/Division are directed to ensure that **at least half** of their workforce shall report for work on Mondays and the other half on Fridays to ensure the efficient delivery of basic government services to the public and must have a full or complete workforce on Tuesdays, Wednesdays, and Thursdays.

10. Heads of Office/Department/Division of each bloc shall be the approving officer for his/her respective employees' Four-Day Workweek scheme:

LEVEL OF APPROVING AUTHORITY

	Recommending Approval	Approving Authority
<i>Rank and File</i>	Division Manager	Department Manager
<i>Division Manager</i>	Department Manager	Assistant General Manager
<i>Department Manager</i>	Assistant General Manager	General Manager
<i>Assistant General Manager</i>	Senior Assistant General Manager	General Manager

11. Heads of Office/Department/Division who shall avail of the Four-Day Workweek scheme shall be approved based on the above-stated level of approving authority, and are required to submit the same approval to the Personnel Division, indicating therein their schedule and chosen days-off.

Heads of Office/Department/Division who avail of the scheme shall assign a regular Temporary Officer/s-In-Charge [TOIC] during his/her preferred days-off and an Office Order on their designation shall be prepared by Personnel Division.

12. Respective schedule for the four-day workweek to be adopted by various office/department/division shall be submitted to the Personnel Division within five (5) working days upon approval of this circular.
13. The Personnel Division in coordination with the Management Information Systems Division [MISD] shall prepare the necessary inputs in the system for implementation of the Guidelines for the four-day workweek in MIAA.

MISCELLANEOUS PROVISIONS

14. Personnel who cannot report to work as scheduled must immediately notify their supervisor who shall ensure that a substitute or reliever will be able to perform duties for the continuity of service delivery. On this instance, the necessary rules on leave of absence shall be applied.
15. Officers and employees who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risks and pregnant women may avail the Work from Home arrangement provided they have satisfied all the requirements for WFH under these issuances:
- a) Inter-Agency Task Force on Management of Emerging Infectious Diseases Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments dated June 03, 2020;

- b) Item 3.1 of the Civil Service Commission Memorandum Circular No. 10, s. 2020 dated May 7, 2020 re: *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic.*
- c) MIAA Memorandum dated 19 May 2020, re: *Supplemental Guidelines for Alternative Work Arrangements.*

All requests for WFH including workplans shall be submitted to the Personnel Division for evaluation and recommendation to the General Manager. No availment of WFH shall be made without prior approval from the General Manager.

- 16. LSERV Corporation is hereby directed to adopt the schedule of their employees as approved by MIAA.

SUPERSEDING CLAUSE

- 17. The General Manager may suspend the implementation of the scheme as he deems necessary.
- 18. All MIAA circulars, memoranda and other publications in conflict herewith are hereby superseded or modified accordingly.

EFFECTIVITY CLAUSE

- 19. This Memorandum Circular shall take effect on September 7, 2020.


EDDIE V. MONREAL
General Manager



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