



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 10
Series of 2021

AN ORDER FOR THE ADOPTION OF OTHER ALTERNATIVE WORK ARRANGEMENTS IN PUBLIC AND PRIVATE OFFICES UNTIL AFTER THE STATE OF CALAMITY (PRESIDENTIAL PROCLAMATION 1021 SERIES OF 2020) IS LIFTED OR A NEW MEMORANDUM FROM THE CIVIL SERVICE COMMISSION OR THE DEPARTMENT OF LABOR AND EMPLOYMENT IS ISSUED

WHEREAS, the World Health Organization (WHO) has declared a COVID-19 pandemic;

WHEREAS, President Rodrigo Duterte issued Presidential Proclamation 1021 extending the State of Calamity in the country until September 12, 2021;

WHEREAS, there is a need to control the COVID-19 cases in Davao City because of the full occupancy of the COVID-19 beds in the Southern Philippines Medical Center (SPMC) and the Temporary Treatment and Monitoring Facilities (TTMFs);

WHEREAS, several offices and establishments have seen a clustering of cases spreading the infection to the household of the employees;

WHEREAS, there is a need to avoid the lockdown of offices to ensure the continued operations of government and businesses;

WHEREAS, there is a need for massive reduction of individuals inside offices and establishments to ensure that overcrowding, mass gathering and socialization are continuously prohibited;

WHEREAS, there is a need to avoid a close contact scenario for all employees to avert a recurrent mandatory 14-day quarantine for employees whenever a co-employee is found to be confirmed positive;

WHEREAS, there is a need to decongest passengers of public utility vehicles throughout the day to lessen the risk of transmission;

NOW, THEREFORE, I, SARA Z. DUTERTE, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. ALTERNATIVE WORK ARRANGEMENTS. The following are work arrangements that can be implemented (CSC MC 10, s. 2020):

- A. Skeleton Workforce
- B. Work-From-Home
- C. Staggered Working Hours

SECTION 2. SKELETON WORKFORCE. The maximum number of individuals that can occupy an office with not less than two (2) meters distancing between people.

SECTION 3. OTHER ALTERNATIVE WORK ARRANGEMENTS (OAWA). OAWA is a combination of the work arrangements enumerated in Section 1 hereof.

SECTION 4. PUBLIC OFFICES. All government agencies and instrumentalities both national and local, shall adopt an OAWA that will fully operationalize their offices with a skeleton workforce inside the offices while others are working from home and the working hours are staggered throughout the day from 7 in the morning to 7 in the evening. This arrangement shall apply to all employees, including consultants, job order and contracts of service workers.

SECTION 5. SPECIFIC TASK. If an employee or worker's job is the performance of a specific task, they may be allowed to come in only when they are expected to work and they may be sent home immediately after completing their task. The hours at home shall be counted as worked hours provided that they are able to deliver their tasks correct and complete. No person should be allowed to loiter in offices.

SECTION 6. WHERE APPLICABLE. The OAWA shall be applicable to all offices, including field and district offices.

SECTION 7. NO EXCUSE. The OAWA shall not be accepted as an excuse for delay in government service. All offices should be able to deliver timely and efficient public service while in an OAWA.

SECTION 8. MONITORING. All heads of offices are tasked to ensure that the OAWA will comply with a 40-hour workweek requirement of employees and other workers.

SECTION 9. PRIVATE OFFICES, ESTABLISHMENTS, ETC. Notwithstanding the Inter-Agency Task Force (IATF) and Department of Trade and Industry (DTI) orders on operational capacity, all private offices, establishments, organizations and institutions are strongly encouraged to adopt the OAWA in Sections 1, 2 and 3 hereof.

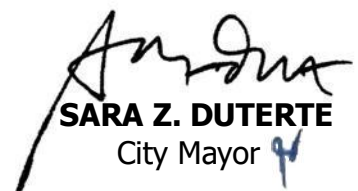
SECTION 10. NO DIMINUTION OF PAY OR WORK HOURS. Private offices and establishments who voluntarily adopt the OAWA scheme should not make it an excuse to reduce workdays for "no work-no pay" personnel. The OAWA assumes continuity of work and pay in different work arrangements.

SECTION 11. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 12. REPEALING CLAUSE. All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SECTION 13. EFFECTIVITY. This Order shall take effect immediately.

Done this 10th day of March 2021 in Davao City, Philippines.


SARA Z. DUTERTE
City Mayor

Attested by:


ATTY. ZULEIKA T. LOPEZ
City Administrator

AN ORDER FOR THE ADOPTION OF OTHER ALTERNATIVE WORK ARRANGEMENTS IN PUBLIC AND PRIVATE OFFICES UNTIL AFTER THE STATE OF CALAMITY (PRESIDENTIAL PROCLAMATION 1021 SERIES OF 2020) IS LIFTED OR A NEW MEMORANDUM FROM THE CIVIL SERVICE COMMISSION OR THE DEPARTMENT OF LABOR AND EMPLOYMENT IS ISSUED