

**MALACAÑANG
MANILA**

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ADMINISTRATIVE ORDER NO. 117

PROVIDING FOR ADJUSTED OFFICIAL HOURS IN DEPARTMENTS, BUREAUS, OFFICES AND OTHER AGENCIES IN THE EXECUTIVE BRANCH, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, FOR THE MONTHS OF APRIL AND MAY 2005

WHEREAS, developments in the world market have pushed crude oil prices to record highs;

WHEREAS, it is imperative for the Government to lead the way in energy conservation, without jeopardizing the delivery of public service, in order to mitigate the impact of the oil price increases on the Government's fiscal position and the country's dollar reserves;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Departments, bureaus, agencies and offices in the Executive Branch of Government, including Government-Owned and Controlled Corporations (GOCCs) shall adopt a four-day workweek for the months of April and May, 2005. Accordingly, all employees of such agencies shall report for work from 7:30 a.m. – 6:30 p.m., from Monday to Thursday of each workweek, except on holidays, and render services of ten (10) hours a day, exclusive of meal periods.

SECTION 2. This Administrative Order shall not cover the Armed Forces of the Philippines, Philippine National Police, Bureau of Fire Protection, Bureau of Jail Management and Penology, Philippine Coast Guard, Bureau of Internal Revenue, Bureau of Customs, Government hospitals and health centers, public schools and universities with previously set summer classes, and other Government agencies rendering vital and frontline services or those involved in providing health, safety, security, protection, emergency and other services that need to be available on a continuing basis.



As such, the Department or equivalent agency heads shall identify those vital and frontline services which need to be available on a regular five-day workweek or on a continuing basis and report their exemption to the Office of the President, taking into consideration the interests of their clients and beneficiaries of their services, as well as the savings in utilities to be generated.

SECTION 3. The Legislative and Judicial branches of Government, Constitutional Commissions and Local Government Units (LGUs) are encouraged to adopt the four-day workweek during the months of April and May of this year.

SECTION 4. As provided for under Section 4 of Administrative Order No. 103 (*Directing the Continued Adoption of Austerity Measures by the Government*) dated August 31, 2004, all Departments and agencies of the Government are directed to prepare and submit to the Office of the President an austerity plan and, thereafter to regularly submit a report to the Department of Budget and Management (DBM), on the savings generated on the implementation of the plan, including those from the implementation of this Order, on which, a consolidated report shall be submitted to the Office of the President.

SECTION 5. The DBM shall issue guidelines, rules and regulations on the compensation of Government employees affected by the four (4) day workweek scheme. There shall be no diminution of salaries or benefits in the implementation of this Order.

SECTION 6. This Order shall take effect from April 4 to May 31, 2005, unless otherwise extended.

DONE in the City of Manila, this 28th day of March, in the Year of Our Lord Two Thousand and Five.

By the President:



EDUARDO R. ERMITA
Executive Secretary

