



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon

**OFFICE OF THE MUNICIPAL MAYOR**

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**EXECUTIVE ORDER NO. 17**  
**Series 2021**

**PROVIDING FOR THE INTERNAL POLICES AND GUIDELINES FOR THE ADOPTION OF ALTERNATIVE WORK ARRANGEMENTS BY THE MUNICIPAL GOVERNMENT OF ITOGON**

Whereas in the recent months, there was a surge of COVID-19 cases in the Municipality of Itogon and a number of employees was not spared from the transmission of the virus. Hence, offices affected were constrained to close doors to our clients to pave way for the conduct of contact tracing, isolation and disinfection;

Whereas one also of the problems encountered in enforcing health protocols and precautionary measures was the shortage of shuttle services for the employees. With the observance of physical distancing inside the vehicle, it resulted to reduced capacity, hence, the shortage. Thus, the need to augment transportation and for one, the need to reduce the workforce but not compromising delivery of public service;

Whereas to ensure continuity of delivery of public service and at the same time protecting the health and lives of our workforce, resorting to alternative work arrangements is the timely solution to the foregoing encountered problems;

Whereas the Civil Service Commission (CSC) provided for Alternative Work Arrangements (AWA) as well as the Interim Guidelines for the implementation by concerned agencies through Memorandum Circular No. 10, s. 2020 as amended by Memorandum Circular No. 18, s. 2020;

Whereas the different offices of the Municipal Government of Itogon adopted various applicable AWAs with the approval of the undersigned to be observed from October 04, 2021 to December 31, 2021 with adherence to the following promulgated internal policies and guidelines;

Now therefore, by virtue of the powers vested in me as the Local Chief Executive of the Municipality of Itogon, I, ATTY. VICTORIO T. PALANGDAN, do hereby provide for the following internal policies and guidelines for the adoption of Alternative Work Arrangements by the Municipal Government of Itogon:

**SECTION 1. ALTERNATIVE WORK ARRANGEMENTS (AWAs) TO BE ADOPTED.** The following AWAs as defined in the aforementioned CSC MCs may be adopted by the different offices subject to the approval of the undersigned:

- 1.a Work-from-Home;
- 1.b. Skeleton Workforce;
- 1.c. Combination of the above enumerated AWAs.

**SECTION 2. WORK-FROM-HOME (WFH).** Under MC No. 18, s. 2020, Work-from-home arrangements may be allowed for the following tasks:

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- 2.a. research;
- 2.b. policy formulation/review/amendment;
- 2.c. project work, including but not limited to, drafting of proposals/project studies/training modules;
- 2.d. data encoding/processing;
- 2.e. adjudication of cases or review of cases, including legal work;
- 2.f. budget planning and forecasting;
- 2.g. recording, examination and interpretation of financial records and reports;
- 2.h. evaluation and formulation of accounting, auditing and management control systems;
- 2.i. computer programming;
- 2.j. database maintenance;
- 2.k. design work/drafting of drawing plans;
- 2.l. preparation of information materials; sending/receiving e-mail;
- 2.m. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
- 2.n. other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.

**SECTION 3. SUBMISSION OF ACCOMPLISHMENT REPORTS FOR WFH as AWA.**

Employees with WFH as AWA shall submit two (2) copies of monthly accomplishment reports to the Human Resource Management Section (HRMS) every 10<sup>th</sup> day of the following month.

**SECTION 4. SKELETON WORKFORCE.** Skeleton Workforce may be adopted in combination with the other AWAs above-mentioned in order to complete the 40-hour workweek and the office concerned must ensure the functionality of the office with the adoption of this modality.

**SECTION 5. APPLICABILITY.** The AWAs embodied in this issuance and as adopted by the different offices shall only be for the duration of the State of Public Health Emergency or until lifted by the President.

**SECTION 6. EFFECTIVITY.** This Executive Order shall have retroactive application from October 04, 2021.

Done this October 22, 2021 at Itogon, Benguet.

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**Atty. VICTORIO T. PALANGDAN**

Municipal Mayor

Cf:

-All offices

-File