



**EXECUTIVE ORDER PCG NO. 12  
SERIES OF 2024**

**AN ORDER ADOPTING A MODIFIED WORK SCHEDULE, PROVIDING GUIDELINES  
THEREOF, AND FOR OTHER PURPOSES**

**WHEREAS**, one of the main and serious problems in the country, especially in Metro Manila, is the persistent traffic congestion in the roads, which affect not only the economic aspect of the country, but as well as the physical and mental well-being of its population;

**WHEREAS**, the Metro Manila Council has passed Metro Manila Development Authority (MMDA) Resolution No. 24-08, Series of 2024 (Resolution), which mandates all local government units located in the National Capital Region (NCR) to enact their respective policy for the adjustment of working schedules as part of the solution to the traffic problem in the NCR, provided that they ensure continuous and uninterrupted public service delivery;

**WHEREAS**, the same Resolution further encouraged all national government agencies in NCR to adopt the same modified working hour schedule; and recommended to the President of the Philippines the issuance of pertinent executive order for the implementation thereof;

**WHEREAS**, the Civil Service Commission issued an Advisory which extends its full support to the current initiative of the MMDA to improve the traffic situation in NCR by encouraging all government agencies to adopt the Policies on FWAs in the Government as embodied under CSC Memorandum Circular No. 06, Series of 2022;

**WHEREAS**, according to the Resolution, the 7:00 AM to 4:00 PM working hours would ease congestion in Metro Manila roads since this means that government workers would have time to adjust their travel time. Another benefit of the adjustment of working hours is that government workers would no longer be crossing paths with employees of private companies that usually implement the 8:00 AM to 5:00 PM working hours during the morning and afternoon rush hours;

**NOW, THEREFORE, I, VICTOR MA REGIS N. SOTTO**, Mayor of the City of Pasig, by virtue of the powers vested in me by law, do hereby order the following guidelines on adjustment of work schedules:

**SECTION 1. MODIFIED WORK SCHEDULE.** – The City Government of Pasig hereby adopts a *“Modified Work Schedule”*.

**SECTION 2. OBJECTIVES.** – The aim of implementing the modified work schedule in the City Government of Pasig is to achieve the following objectives:

- a. To lessen, if not eliminate, the persistent and heavy traffic in the NCR;
- b. To alleviate the burden and stress of motorists and commuters while in the roads and reduce their travel time going to their destination; and



- c. To contribute and be a part of the solution in addressing traffic congestion in Metro Manila.

**SECTION 3. COVERAGE.** – The modified work schedule covers all officials, employees and workers detailed at and working in the City Government of Pasig, regardless of appointment status, rank and position.

**SECTION 4. POLICIES & GUIDELINES.** – The following modified work schedules shall be implemented in the city government:

- a. All departments, offices and units of the City Government of Pasig, not included in Section 4 (b), are hereby directed change their work schedule as follows:

- 90% of workforce - 7:00 AM to 4:00 PM
- 10% of workforce - 8:00 AM to 5:00 PM

*(e.g., for offices with twenty (20) personnel, eighteen (18) of them will have working hours of 7:00 AM to 4:00 PM, while the remaining two (2) personnel will have working hours of 8:00 AM to 5:00 PM)*

Provided, the department, office or unit head shall ensure that the 10% workforce left in the office concerned shall provide continuous and uninterrupted public service delivery.

- b. Departments, offices and units that operate outside the default working hours or those which implement a shifting schedule such as, but not limited to those involved in the delivery of basic and health services, preparedness or response to disasters and calamities, traffic management, peace and order and other vital services shall continue their existing work schedules.

The Office of the City Administrator shall issue a Memorandum to this effect in order to determine the departments, offices, and units whose duties and functions are defined above.

- c. Those who are under other flexible work arrangements (FWA), such as flexiplace, compressed workweek, skeleton workforce, work shifting and combination of flexible work arrangements, may continue to do so, provided, that these guidelines shall be followed in order to achieve the purpose of this Order.

**SECTION 5. IMPLEMENTING OFFICE** – All departments, offices, and units are directed to immediately coordinate with the Records Section of the Human Resource Development Office for the implementation of this Order and for the necessary adjustment of working hours of your respective offices in Pasig GEMS - Schedule Management.



**SECTION 6. SEPARABILITY CLAUSE.** – In the event that any provision in this Order or any part hereof is declared invalid, illegal or unconstitutional, the provisions not hereby affected shall remain in force and effect.

**SECTION 7. REPEALING CLAUSE.** – All orders, rules and regulations and other issuance or parts thereof that are inconsistent with the provisions of this Order, are hereby repealed or modified accordingly.

**SECTION 8. DISSEMINATION.** – Let copies of this Executive Order be furnished within seventy-two (72) hours from its issuance to the Office of the President and the MMDA for their information and guidance pursuant to Section 455 (l) (xii) of Republic Act No. 7160 otherwise known as the Local Government Code of 1991.

**SECTION 9. EFFECTIVITY.** – This Order shall take effect on 02 May 2024.

ISSUED this 12<sup>th</sup> day of April 2024 at the City of Pasig, Metro Manila.

  
VICTOR MA REGIS N. SOTTO  
City Mayor 

