



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

EXECUTIVE ORDER NO. 56
Series of 2020

**AN ORDER FOR THE ADOPTION OF OTHER ALTERNATIVE WORK
ARRANGEMENTS IN PUBLIC AND PRIVATE OFFICES
UNTIL DECEMBER 31, 2020**

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 surge of cases in Davao City because of the innumerable allowed essential activities during a Modified General Community Quarantine (MGCQ);

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, SEBASTIAN Z. DUTERTE, Acting 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. VULNERABLE SECTOR. Employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, shall be under work-from-home arrangement but can voluntarily opt to join the OAWA.

SECTION 7. WHERE APPLICABLE. The OAWA shall be applicable to all offices, including field and district offices.

SECTION 8. 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 9. 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 10. 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 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 on 7 AM of October 26, 2020.

Done this 22nd day of October 2020 in Davao City, Philippines.

SEBASTIAN Z. DUTERTE
Acting City Mayor

Attested by:

ATTY. ZULEIKA T. LOPEZ
City Administrator



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