



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

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EXECUTIVE ORDER NO. 09-2026

AN EXECUTIVE ORDER ADOPTING A TEMPORARY FOUR-DAY COMPRESSED WORKWEEK IN THE MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO AND PRESCRIBING ENERGY CONSERVATION AND FUEL-EFFICIENCY MEASURES

WHEREAS, on 06 March 2026, President Ferdinand R. Marcos Jr. directed government agencies to adopt energy conservation measures, including the possible implementation of a four-day compressed workweek, in anticipation of increases in global oil prices;

WHEREAS, recent geopolitical developments and continuing tensions in the Middle East have contributed to volatility in global oil markets and the anticipated increase in fuel prices, which may significantly affect the operational costs of government offices;

WHEREAS, the Municipal Government of Pinamalayan recognizes the need to adopt practical and responsive measures to mitigate the impact of rising fuel costs and promote prudent utilization of government resources;

WHEREAS, the adoption of a temporary four-day compressed workweek scheme, without reduction in the required forty (40) working hours per week, is considered a viable strategy to reduce energy consumption, optimize the use of government facilities and transportation, and enhance operational efficiency;

WHEREAS, Section 16 of the Local Government Code of 1991 grants local government units the authority to exercise powers necessary and appropriate for the effective governance and promotion of the general welfare of its constituents;

WHEREAS, the Civil Service Commission allows the adoption of alternative work arrangements, including a compressed workweek, provided that the required forty (40) hours of work per week are rendered and that the delivery of public services is not adversely affected.

NOW, THEREFORE, I, RODOLFO M. MAGSINO, Local Chief Executive of Municipality of Pinamalayan, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. ADOPTION OF A FOUR-DAY COMPRESSED WORKWEEK. A temporary four-day compressed workweek is hereby adopted in the Municipal Government of Pinamalayan, beginning 09 March 2026, until further notice.

Under this arrangement, municipal offices shall observe a four-day onsite work schedule from 7:00 A.M. to 6:00 P.M., Monday to Thursday, inclusive of a one-hour lunch break, equivalent to ten (10) working hours per day or a total of forty (40) working hours per week, consistent with applicable Civil Service Commission rules and regulations.

The **detailed internal guidelines on the implementation of Flexible Work Arrangements in the Municipal Government of Pinamalayan, pursuant to Office of the President Memorandum Circular No. 114, Series of 2026**, are set forth in **Memorandum Order No. 009-2026, dated March 09, 2026**.





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Said Memorandum Order provides the specific policies, procedures, work schedules and responsibilities of departments, offices, and personnel in the implementation of the authorized flexible work arrangements, including the temporary four-day compressed workweek, while ensuring the continuous, efficient, and uninterrupted delivery of public services to the constituents of the Municipality of Pinamalayan.

All departments, offices, and units of the Municipal Government are hereby directed to strictly observe and comply with the provisions of the said Memorandum Order in the implementation of the flexible work arrangements and related administrative measures.

SECTION 2. ENERGY CONSERVATION MEASURES. All offices in the Municipal Government of Pinamalayan are directed to implement the following energy-saving measures:

1. Strict regulation of electricity consumption in offices;
2. Limitation of the use of air-conditioning units and non-essential electrical equipment;
3. Efficient scheduling and use of government motor vehicles;
4. Adoption of other fuel-efficient and energy-saving practices;
5. Designation of Energy Conservation Focal Person that will be responsible for monitoring compliance with energy-saving policies and ensuring that electrical equipment is properly managed; and
6. Limitation of non-essential travel.

SECTION 3. MONITORING AND COMPLIANCE. All department heads and office chiefs shall ensure strict compliance with this Order and shall implement appropriate measures to maintain efficiency in public service delivery.

SECTION 4. EFFECTIVITY. This Executive Order shall take effect immediately upon approval.

Done in the Municipality of Pinamalayan, Oriental Mindoro this **9th day of March 2026.**


RODOLFO M. MAGSINO
Municipal Mayor

