



Republic of the Philippines

CITY OF BACOR

Province of Cavite

OFFICE OF THE SANGGUNIANG PANLUNGSOD

District I:

On Official Leave

HON. AVELINO B. SOLIS
City Councilor

HON. EDWIN G. GAWARAN
City Councilor

HON. MIGUEL N. BAUTISTA
City Councilor

HON. ROWENA BAUTISTA- MENDIOLA
City Councilor

HON. REYNALDO M. FABIAN
City Councilor

HON. VENUS D. DE CASTRO
City Councilor

District II:

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City Councilor

HON. HERNANDO C. GUTIERREZ
City Councilor

HON. GAUDENCIO P. NOLASCO
City Councilor

HON. BAYANI M. DE LEON
City Councilor

HON. LEANDRO A. DE LEON
City Councilor

HON. ROBERTO R. JAVIER
City Councilor
End of Term

HON. MA ELIZA H. BAUTISTA
City Councilor - SKF Pres.

HON. VICTORIO L. GUERRERO, JR.
City Councilor - ABC Pres.

Attested by:

ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE S. EVARISTO
City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA
City Mayor

PRESENT:

HON. CATHERINE S. EVARISTO ----- City Vice Mayor/
Presiding Officer

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(ABC-Pres.)

ON OFFICIAL LEAVE:

HON. AVELINO B. SOLIS ----- City Councilor

CITY RESOLUTION NO. 2014-093

Series of 2014

A RESOLUTION APPROVING EXECUTIVE ORDER NO. 14-S-2014, DECLARING A MODIFIED FOUR-DAY WORKWEEK FOR THE OFFICE OF THE VICE MAYOR AND THE OFFICE OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF BACOR FOR THE MONTHS OF APRIL, MAY, SEPTEMBER, OCTOBER, AND NOVEMBER 2014 PURSUANT TO PERTINENT CIVIL SERVICE REGULATIONS, AND MODIFYING CERTAIN PROVISIONS OF THE 2013 INTERNAL RULES OF THE SANGGUNIANG PANLUNGSOD.

Sponsored by: Hon. Miguel N. Bautista, Hon. Rowena Bautista-Mendiola, Hon. Venus D. De Castro, Hon. Bayani M. De Leon, Hon. Leandro A. De Leon, Hon. Reynaldo M. Fabian, Hon. Edwin G. Gawaran, Hon. Victorio L. Guerrero, Jr., Hon. Hernando C. Gutierrez, Hon. Roberto R. Javier, Hon. Gaudencio P. Nolasco, and Hon. Reynaldo D. Palabrica.

WHEREAS, the Office of the City Mayor submitted, for the review and consideration of the Sangguniang Panlungsod, a copy of Executive Order No. 14 dated 24 March 2014 declaring a four-day workweek for the months of April, May, September, October, and November 2014 in the City of Bacoor "in line with austerity measures to minimize fuel and energy consumption and to provide city employees to spend more time with their families".



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City Mayor

WHEREAS, the employees of the Office of the City Vice Mayor and of the Office of the Sangguniang Panlungsod are not covered by Executive Order No. 14 as the said offices were only "encouraged to adopt the scheme for their employees and staff, subject to their internal rules and business."

WHEREAS, the Sangguniang Panlungsod unanimously decided to approve Executive Order No. 14 considering that it is within the ambit of the powers granted to the City Mayor by virtue of Section 8 (b) of Republic Act No. 10160 (also known as the "Charter of the City of Bacoor") subject however to certain qualifications and to adopt a modified four-day workweek exclusively for employees under the Office of the City Vice-Mayor and the Office of the Sangguniang Panlungsod.

NOW THEREFORE, upon motion of Hon. Reynaldo D. Palabrica unanimously seconded by all the councilors present in regular session **BE IT RESOLVED AS IT IS HEREBY RESOLVED**, by the Sangguniang Panlungsod to approve Executive Order No. 14-S-2014 dated 24 March 2014. **Provided that:** the said Executive Order should also be submitted for review by the Civil Service Commission (CSC) to ensure compliance with pertinent civil service regulations.

RESOLVED FURTHER, that a modified four-day workweek is hereby declared exclusively for the employees assigned to, or under the Office of the City-Vice Mayor and the Office of the Sangguniang Panlungsod, the mechanics of which are as follows:

1. The four-day workweek declared under this Resolution shall only apply to employees assigned to, or under the Office of the City Vice-Mayor and the Office of the Sangguniang Panlungsod including legislative staff employees of the members of the Sangguniang Panlungsod;
2. All of the above-mentioned employees are required to report for work Monday to Thursday every week—except on holidays and during public emergencies occurring within the above-mentioned days where the City Mayor has suspended work at the City Hall—from **8:00 am to 7:00pm per day inclusive of meal breaks pursuant to the "no lunch break policy" of the CSC** for the months of April, May, September, October, and November 2014. **Provided that:** if a special session of the Sangguniang Panlungsod falls on a Friday during the months of April, May, September, October, and November 2014, all of the above-mentioned employees shall be required to work on that day while in session in ongoing. **Provided further:** that the said employees may immediately go home as soon as the said special session is adjourned. **Provided lastly:** that the work to be rendered by the said employees shall total forty (40) hours per week pursuant to Sec. 7 of the Omnibus Rules Implementing Book V of Executive Order No. 292.
3. The Human Resources Development and Management Department (HRDMD) is hereby directed to cause the submission of this Resolution and Executive Order No. 14 to the



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 Sangguniang Panlungsod Secretary

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 City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA
 City Mayor

CSC to ensure its compliance to pertinent civil service regulations;

- Section 59 of the Internal Rules of Procedure of the Sangguniang Panlungsod is hereby modified to read as follows:

"SECTION 59. DISTRIBUTION OF CALENDAR.—The Calendar shall be distributed at least a day before a regular or special session unless there is no addition to the one previously distributed, in which case a note to this effect on the order of business shall be sufficient. The Sanggunian Secretary shall take charge of such distribution.

The calendar and its documentary attachments, shall be downloaded on the iPad, laptop, or smartphone issued by the Sanggunian to the members. The members shall be duty-bound to temporarily surrender the said gadgets to the Sanggunian Secretary not later than two o'clock in the afternoon (2:00 p.m.) of the **Wednesday** prior to the next regular session to enable the Sanggunian Secretariat to make the said downloads. The Sanggunian Secretariat shall then return the said gadgets to the member concerned, or through their legislative staff, upon completion of the download. **The temporary surrender of the said gadgets to the Sanggunian Secretary shall be done every Wednesday during the months when the four-day workweek is in place (i.e., April, May, September, October, and November 2014) and shall be every Thursday during the months when the four-day workweek is not in place (i.e., June, July, August and December 2014) at 2:00 p.m. xxx"**

- All employees covered by this Resolution are hereby directed to turn off all the air-conditioning units by 7:00 p.m., Monday to Thursday on the months of April, May, September, October, and November 2014.
- Provided that:** the implementation of this Resolution and the above-mentioned modified four-day work week shall depend upon the approval hereof by the CSC.

RESOLVED LASTLY, to furnish the CSC, the HRDMD, all city department and unit heads and all government offices concerned with copies of this resolution.

UNANIMOUSLY ADOPTED by the Sangguniang Panlungsod of Bacoor, this 31st day of March 2014.

I hereby certify to the truth and correctness of the above-quoted Resolution.

Certified by:

HON. CATHERINE SARINO-EVARISTO
 City Vice Mayor/ Presiding Officer



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