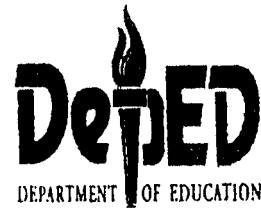




Republic of the Philippines  
Department of Education



**Tanggapan ng Kalihim**  
**Office of the Secretary**

APR 06 2005

DepED MEMORANDUM  
No. **106**, s. 2005

DISSEMINATION OF ADMINISTRATIVE ORDER NO. 117  
(Providing for Adjusted Official Hours in Departments, Bureaus, Offices and Other Agencies  
in the Executive Branch, Including Government-Owned and Controlled Corporations,  
for the Months of April and May 2005)

To: Undersecretaries  
Assistant Secretaries  
Directors of Services/Centers and Heads of Units  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of Administrative Order No. 117 dated March 28, 2005 from the Office of the President entitled "**Providing for Adjusted Official Hours in Departments, Bureaus, Offices and Other Agencies in the Executive Branch, Including Government-Owned and Controlled Corporations, for the Months of April and May 2005.**"
2. The following specific guidelines are prescribed for the different offices and schools of the Department:
  - a. Central, regional and division offices of the Department, except public schools with previously set summer classes, shall adopt a four (4) day workweek for the months of April and May 2005, unless otherwise extended;
  - b. Public secondary schools shall continue to hold classes from Monday to Friday until the end of the schoolyear;
  - c. In preparation for schoolyear 2005-2006, the regular five-day workweek shall be resumed, starting on the National School Maintenance Week or Brigada Eskwela from May 16-20, 2005, and extending to the enrolment period preceding the opening of classes on June 6, 2005.
3. Accordingly, all employees of the Department shall strictly report for work from 7:30 a.m. to 6:30 p.m. from Monday to Thursday of each workweek, except on holidays, and render ten (10) hours of service a day, exclusive of meal periods.
4. Immediate dissemination of this Memorandum is desired.

  
FLORENCIO B. ABAD  
Secretary

Encl.: As Stated  
Reference: DepEd Order: No. 61, s. 2004  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS & OFFICES  
EMPLOYEES  
LEGISLATIONS  
OFFICIALS



As such, the Department or equivalent agency heads shall identify those vital and frontline services which need to be available on a regular five-day workweek or on a continuing basis and report their exemption to the Office of the President, taking into consideration the interests of their clients and beneficiaries of their services, as well as the savings in utilities to be generated.

**SECTION 3.** The Legislative and Judicial branches of Government, Constitutional Commissions and Local Government Units (LGUs) are encouraged to adopt the four-day workweek during the months of April and May of this year.

**SECTION 4.** As provided for under Section 4 of Administrative Order No. 103 (*Directing the Continued Adoption of Austerity Measures by the Government*) dated August 31, 2004, all Departments and agencies of the Government are directed to prepare and submit to the Office of the President an austerity plan and, thereafter to regularly submit a report to the Department of Budget and Management (DBM), on the savings generated on the implementation of the plan, including those from the implementation of this Order, on which, a consolidated report shall be submitted to the Office of the President.

**SECTION 5.** The DBM shall issue guidelines, rules and regulations on the compensation of Government employees affected by the four (4) day workweek scheme. There shall be no diminution of salaries or benefits in the implementation of this Order.

**SECTION 6.** This Order shall take effect from April 4 to May 31, 2005, unless otherwise extended.

DONE in the City of Manila, this 28th day of March, in the Year of Our Lord Two Thousand and Five.

By the President:



EDUARDO R. ERMITA  
Executive Secretary

