

REPUBLIKA NG PILIPINAS
Republic of the Philippines
Department of Education
MAYNILA
Manila

TANGGAPAN NG KALIHIM
Office of the Secretary

November 23, 1970

DEPARTMENT MEMORANDUM
No. 44, s. 1970

PREScribing WORKING HOURS FOR ALL GOV-
ERNMENT EMPLOYEES IN AREAS COVERED
BY PROCLAMATION NO. 775 OF THE PRESI-
DENT FOR THE DURATION OF THE STATE
OF CALAMITY

To All Bureau Directors
and Heads of Offices:

1. Attached as enclosure hereof is Memorandum-Circular No. 409 of the Office of the President dated November 21, 1970 prescribing working hours for government employees in areas covered by Proclamation No. 775 for the duration of the state of calamity. It should be noted that bureaus and offices of the Department of Education are not included among those involved in rescue, relief, and rehabilitation and shall therefore observe office hours from Monday to Thursday from 9:00 A.M. to 2:00 P.M. without lunch break with Friday, Saturday, and Sunday as the three-day weekend.
2. Areas covered by Proclamation No. 775 are the following Manila, Pasay City, Caloocan, Quezon City, Rizal, Bulacan, Zambales, Bataan, and Pampanga.
3. All unit heads of all bureaus and offices are, however, requested to maintain a skeleton force by assigning at least one regular employee to remain in the office from 2 to 5 P.M. Monday to Thursday.
4. Attention is invited to the last paragraph of the enclosed Memorandum Circular relative to the discretion of the respective agency heads in connection with working hours for daily-paid emergency or casual employees.
5. Immediate compliance hereof is hereby desired.

/jca

noted
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[Signature] (SGD) ONOFRE D. CORPUZ
Secretary

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
Department of Education
Maynila

TANGGAPAN NG KALIHIM
Office of the Secretary

November 24, 1970

DEPARTMENT MEMORANDUM
No. 45, s. 1970

DECLARING FRIDAY, NOVEMBER 27 AND SATURDAY,
NOVEMBER 28, 1970 AS SPECIAL PUBLIC HOLIDAYS

To All Bureau Directors
and Heads of Offices:

1. The President under Proclamation No. 772, s. 1970 has declared Friday, November 27 and Saturday, November 28, 1970 as special public holidays.

2. The President in issuing said proclamation stated that "since the Philippines will be honored, for the first time in history with a Papal Visit, it behooves our people to make his visit a truly memorable and heartwarming one by honoring him with our presence in all the occasions where the public is welcome or invited."

Attention is also invited to Proclamation No. 771 declaring the Period from November 23 to 29, 1970 as National Papal Visit Week.

3. All Bureaus and Offices shall be guided accordingly.

*Noted
JCL*

(SGD.) ONOFRE D. CORPUZ
Secretary of Education

TANGGAPAN NG PANGULO NG PILIPINAS
(OFFICE OF THE PRESIDENT OF THE PHILIPPINES)

MEMORANDUM CIRCULAR NO. 409

INSTITUTING A THREE-DAY WEEKEND FOR ALL GOVERNMENT EMPLOYERS IN THE AREAS COVERED BY PROCLAMATION NO. 775 OF THE PRESIDENT OF THE PHILIPPINES DATED NOVEMBER 20, 1970, FOR THE DURATION OF THE STATE OF PUBLIC CALAMITY DECLARED THEREUNDER, AND PRESCRIBING THE WORKING HOURS THEREFOR.


Pursuant to Section 565 of the Revised Administrative Code, a three-day weekend, as previously provided for in Memorandum Circular No. 340 dated March 31, 1970, is hereby instituted for all government employees not otherwise excepted herein in the areas covered by Proclamation No. 775 of the President of the Philippines dated November 20, 1970, for the duration of the state of public calamity declared thereunder.

Office hours to be observed from Monday to Thursday shall be from 9:00 a.m. to 2:00 p.m. without lunch break, with Friday, Saturday, and Sunday as the days to be used for the three-day weekend.

As agencies involved in rescue, relief and rehabilitation, the Departments of Social Welfare, Public Works and Communications, National Defense, Health and Finance, as well as the Executive Office, the Budget Commission, the Weather Bureau, NAWASA, the National Power Corporation, all government financial institutions, all housing and resettlement agencies, all law enforcement and public safety agencies, courts and hospitals are directed to maintain regular working hours from Monday to Friday.

All offices are directed to maintain a 24-hour skeleton work force, of a size to be determined by the respective agency heads, for the duration of the state of calamity.

In the discretion of the respective agency heads, daily-paid, emergency or casual employees of agencies affected by this Memorandum Circular may be required to report for work from Monday to Friday.

 By authority of the President:

(SGD) ALEJANDRO MELCHOR
Executive Secretary

Manila, November 21, 1970
/jca