

**[ ADMINISTRATIVE ORDER NO. 117, March 28, 2005 ]**

**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**

WHEREAS, developments in the world market have pushed crude oil prices to record highs;

WHEREAS, it is imperative for the Government to lead the way in energy conservation, without jeopardizing the delivery of public service, in order to mitigate the impact of the oil price increases on the Government's fiscal position and the country's dollar reserves;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

*SECTION 1.* Departments, bureaus, agencies and offices in the Executive Branch of Government, including Government-Owned and Controlled Corporations (GOCCs) shall adopt a four-day workweek for the months of April and May, 2005. Accordingly, all employees of such agencies shall report for work from 7:30 a.m. - 6:30 p.m., from Monday to Thursday of each workweek, except on holidays, and render services of ten (10) hours a day, exclusive of meal periods.

*SECTION 2.* This Administrative Order shall not cover the Armed Forces of the Philippines, Philippine National Police, Bureau of Fire Protection, Bureau of Jail Management and Penology, Philippine Coast Guard, Bureau of Internal Revenue, Bureau of Customs, Government hospitals and health centers, public schools and universities with previously set summer classes, and other Government agencies rendering vital and frontline services or those involved in providing health, safety, security, protection, emergency and other services that need to be available on a continuing basis.

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