



Republic of the Philippines
Professional Regulation Commission
Manila



MEMORANDUM ORDER NO. 18
Series of 2020
~~March~~ 13, 2020

TO : **ALL OFFICIALS AND PERSONNEL**
PRC Regional Offices

SUBJECT : **IMPLEMENTATION OF THE FOUR-DAY WORKWEEK FOR PERSONNEL IN THE PRC REGIONAL OFFICES**

Pursuant to DOLE Administrative Order No. 99, s.2020, and CSC Memorandum Circular No. 07, s. 2020, implementing a four-day workweek during the State of Public Health Emergency pursuant to Proclamation No. 922 s.2020, the PRC Regional Offices, except the National Capital Region, shall observe the following guidelines effective **16 March 2020**:

1. Personnel must render not less than ten (10) hours of work a day, exclusive of meal periods. They may report for work from 7:00 AM - 6:00 PM or 8:00 AM - 7:00 PM to complete the ten-hour workday.
2. Personnel who report for work beyond the required hours 7:00 AM and/or 8:00 AM shall be considered tardy. Those who do not complete ten (10) hours in one (1) workday shall be considered undertime. Off-setting of tardiness or undertime shall not be allowed.
3. The official lunch break shall be maintained at 12:00 NN to 1:00 PM regardless of the time the employee reports for work.
4. One day absence shall be considered as a ten-hour absence and shall be deducted proportionately from the employee's leave credits.
5. Personnel who are required to report for work on their scheduled day-off shall be entitled to 1.5 days compensatory time-off.
6. Friday shall be the day-off of all employees.

Provided however that, the operational hours of the premises wherein the Regional Office or Service Center is located allow the concerned PRC personnel to complete the required ten (10) hours in one (1) workday, otherwise the concerned personnel shall observe the regular eight (8) hour, five day workweek.

This Order shall take effect immediately.

For compliance.

TEOFILO S. PILANDO, JR.
Chairman