



Republic of the Philippines  
PROVINCE OF NUEVA ECIIJA  
Municipality of Gabaldon  
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**OFFICE OF THE MUNICIPAL MAYOR**  
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**EXECUTIVE ORDER NO. 02 s. 2018**  
**PROHIBITION OF OFFICIALS AND EMPLOYEES TO GO TO OTHER OFFICES**  
**WITHOUT OFFICIAL BUSINESS**

**WHEREAS**, the Constitution mandates that the public officers and employees must all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and lead modest lives. Part of this is the observance of the prescribed office hours in a given working day;

**WHEREAS**, pursuant to Memorandum Circular No. 2017-34, issued by the Department of Interior and Local Government: Policy on Government Hours and Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty During Regular Office Hours; under Section 5 of the rule No. 5.1.1.1 stated that officers and employees of all departments and agencies except those covered by special laws shall render not less than eight (8) hours a day for five (5) days a week or a total of forty hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight (8) o'clock in the morning to twelve (12) o'clock noon and from one (1) o'clock to five (5) o'clock in the afternoon on all days except Saturdays, Sundays and Holidays;

**WHEREAS**, on the above-cited prescribed office hours one should be performing his/her duties in the office where he/she are under;

**WHEREAS**, officer and employees that are out in his/her office or found in other office without official business is considered LOAFING FROM DUTY DURING REGULAR OFFICE HOURS

**NOW, THEREFORE I, ROLANDO S. BUE**, Municipal Mayor of Gabaldon Nueva Ecija by virtue of powers vested in me by the constitutions, do hereby order;

**Section 1. PROHIBITION.** No officers and employees shall be found in other offices where he/she is not under without official business.

**Section 2. OFFENSES AND PENALTIES.** Pursuant to 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) under Section 50-B stated that LOAFING FROM DUTY DURING REGULAR OFFICE HOURS belongs to grave offenses and it shall be punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from service for the second offense.

**Section 3. RESPONSIBILITY OF THE DEPARTMENT HEADS.** If an officer or employee found staying in an office without official business with the consent of the department head, he/she shall be accountable and directed to give explanations regarding the visit.

This Executive Order shall take effect immediately.

Done in the Municipality of Gabaldon, Nueva Ecija this 8<sup>th</sup> day of January in the year of our Lord Two Thousand and Eighteen.

  
**ROLANDO S. BUE**  
Municipal Mayor