



Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
Brgy. Matti, Digos City
OFFICE OF THE GOVERNOR

April 7, 2021

EXECUTIVE ORDER NO. 11
Series of 2021

An order mandating
ALL DEPARTMENT HEADS/ OFFICE HEADS, OFFICIALS AND EMPLOYEES OF THE PROVINCIAL GOVERNMENT OF DAVAO DEL SUR TO RETURN TO REGULAR DAILY WORK SCHEDULE from 8:00 A.M. to 4:00 P.M. with NO NOON BREAK.

WHEREAS, Executive order No. 21, series of 2020 was issued establishing the guidelines on the implementation of alternative Work Arrangements in the Provincial Government of Davao del Sur as a measure to curb the spread of COVID 19 and manage or mitigate its effect.

WHEREAS, Work from home and other flexible work arrangements were established to secure continued public service deliveries and unhampered governmental functions without unnecessarily exposing our personnel and workers to COVID19 transmission, such work arrangements protect both the public servant and the public they serve as well.

WHEREAS, as observed the alternative work arrangements are susceptible to draw backs and abuses by some employees, instead of working from home, they go out for personal errands and other non-essential travels giving way for possible transmission.

WHEREAS, the availability of COVID 19 vaccines, the observance and institutionalization of good practices and basic health protocol as well as the implementation of preventive and protective measures emboldens us and pave the way for courageous Provincial Government of Davao del Sur to restore normalcy in the workplace,

NOW THEREFORE, I, Douglas RA Cagas, LLB, MBE, MNSA, Governor of the Province of Davao del Sur, by virtue of the power vested in me by law do hereby order and ordain the following;

1. That all department heads/Head of Offices, Officials and employees in the Provincial Government of Davao del Sur are mandated to return to regular daily work schedule from 8:00 A.M. to 4:00 P.M. with no noon break.
2. That the suspension of Biometrics-based attendance under Executive Order Number 24 series of 2020 section 5 is now **lifted** and that all officials and employees must do finger scanning.
3. That pregnant women, immunocompromised and persons with comorbidity which is severe in nature are exempted from these order. However, this exemption is not automatic they must apply specifically indicating therein the work to be accomplished, timelines, reportorial system, communication platforms to be used and the number of days in a week that such employee will work under the alternative work arrangement. These applications must be approved by the department head or head of office concerned as the case maybe. In addition, a notarized medical certificate must be submitted.
4. That the department head or office head approving the application for an alternative work arrangement shall make a schedule of work in their respective offices and submit it together with the application to the Provincial Administrator

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for approval. The approved work schedule shall then be submitted to the Human Resource Management office.

This Executive Order shall take effect immediately.

April 7, 2021
[Signature]

[Signature]
DOUGLAS RA. CAGAS, LLB, MBE, MNSA
Governor

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