



Republic of the Philippines  
Province of Cavite  
City of Imus

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 024**

*Series of 2025*

**AN ORDER ADOPTING A COMPRESSED WORKWEEK  
IN THE CITY GOVERNMENT OF IMUS**

**WHEREAS**, Republic Act No. 7160 or the Local Government Code mandates that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare;

**WHEREAS**, Civil Service Commission (CSC) Memorandum Circular No. 6, Series of 2022, provides for the Policies on Flexible Work Arrangements in the Government, authorizes Local Government Units (LGUs) to adopt Four-Day (Compressed) Workweek in government offices;

**WHEREAS**, the abovementioned Circular provides the definition of compressed workweek as a work arrangement whereby the forty (40) hours workweek for five days of the government officials or employees is compressed to four (4) days or less as may be applicable;

**WHEREAS**, due to extremely high temperatures being experienced by the whole country, including the City of Imus, and is projected to cause even higher temperatures that may reach levels that are dangerous to everyone's health;

**WHEREAS**, in the interest of public health and safety, there is a necessity for the City Government of Imus to reduce the exposure to the extreme heat and to mitigate its harmful effects on Imuseños and the general public transacting with the City Government of Imus as well as on the health and safety of its employees and officials;

**NOW, therefore, I, HON. ALEX L. ADVINCULA**, City Mayor of the City of Imus, by virtue of the powers vested in me by law, do hereby order the implementation of the Four-Day (Compressed) Workweek:

**SECTION 1. COMPRESSED WORKWEEK-** A compressed workweek shall be adopted in the City Government of Imus. Offices shall observe an 8:00 a.m. to 7:00 p.m. work schedule from Monday to Thursday.



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**SECTION 2. EXCEPTIONS-** The compressed workweek shall not apply to the following offices, which shall continue to observe their regular work schedule. However, the list of offices not covered by the compressed workweek may be amended by the Local Chief Executive as deemed appropriate based on weather and heat index projections:

- 1. Office of the City Disaster Risk Reduction and Management Officer**  
Ambulance Team, Emergency Medical Services, Monitoring, Communication and Dispatch
- 2. Office of the City Health Officer**  
Health Centers, Emergencies, Birthing Home
- 3. Office of the City Health Officer - City of Imus Diagnostic Laboratory**  
Provision of Laboratory Services
- 4. Ospital Ng Imus**  
Provision of Medical Services
- 5. Office of the City Social Welfare and Development Officer**  
Shelter Staff and Day Care Workers
- 6. Office of the City Environment and Natural Resources Officer**  
Trash Collectors and Street Sweepers
- 7. Office of the City Engineering Officer**  
Field Workers
- 8. Office of the City Agriculturist**  
Field Workers
- 9. Office of the City Mayor - Civil Security Unit**  
24/7 Security and Monitoring of City Government Premises
- 10. Office of the City Mayor - City of Imus Traffic Management Unit**  
Traffic Enforcers



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**11. Office of the City Mayor - Economic Enterprise and Management Office**

Maintenance of Market and Slaughterhouse Operations

The list of offices not covered by the compressed workweek may be amended by the Local Chief Executive as he may deem fit based on circumstances on weather and heat index projections.

**SECTION 3. DURATION-** The compressed workweek shall be in force beginning **07 April 2025 until 15 May 2025**, unless otherwise lifted or extended by the Local Chief Executive depending on the circumstances of weather and heat index projections.

**SECTION 4. REPEALING CLAUSE-** All executive issuances, orders, rules and regulations or parts thereof inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

**SECTION 5. EFFECTIVITY-** This Executive Order shall take effect immediately and shall remain in full effect unless otherwise revoked.

**DONE** and **SIGNED** this 3<sup>rd</sup> of April 2025, City of Imus, Cavite.

  
**ALEX L. ADVINCULA**  
City Mayor 