



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 025
Series of 2025

**AN EXECUTIVE ORDER ADOPTING MEMORANDUM CIRCULAR NO. 81 OF
THE OFFICE OF THE PRESIDENT DECLARING WORK FROM HOME
ARRANGEMENT IN ALL GOVERNMENT OFFICES AND AGENCIES IN THE
CITY OF IMUS FROM 8:00 AM TO 12:00 IN THE AFTERNOON AND THE
SUSPENSION OF WORK FROM 12:00 NOON ONWARDS ON 16 APRIL 2025
IN OBSERVANCE OF THE HOLY WEEK**

WHEREAS, the General Welfare Clause of the Local Government Code of 1991 provides 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 governance, and those which are essential to the promotion of the general welfare;

WHEREAS, Executive Secretary Lucas P. Bersamin, by authority of President Ferdinand R. Marcos Jr., issued Memorandum Circular No. 81 on 14 April 2025 adopting a work-from-home work arrangement in all government offices in the country on 16 April 2025 from 8:00 in the morning to 12:00 in the afternoon and the suspension of work in government offices from 12:00 in the afternoon onwards;

WHEREAS, the work arrangement is to provide government employees full opportunity to properly observe Maundy Thursday and Good Friday on 17-18 April 2025, and to allow them to travel to and from the different regions in the country;

WHEREAS, Section 455 (b) (2) (iii) of the Code provides that the City Mayor shall issue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances;

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 **ADOPTION OF MEMORANDUM CIRCULAR NO. 81 OF THE OFFICE OF THE PRESIDENT**



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DECLARING WORK-FROM-HOME ARRANGEMENT IN ALL GOVERNMENT OFFICES AND AGENCIES IN THE CITY OF IMUS FROM 8:00 AM TO 12:00 IN THE AFTERNOON AND THE SUSPENSION OF WORK FROM 12:00 NOON ONWARDS ON 16 APRIL 2025 IN OBSERVANCE OF THE HOLY WEEK.

SECTION 1. COVERAGE- This Executive Order shall apply to all employees of government offices and agencies in the City of Imus.

SECTION 2. EXEMPTION OF CRITICAL SERVICE OFFICES- Offices and units whose functions are directly involved in the delivery of basic services, health services, and other critical frontline operations shall be exempt from the above-stated work-from-home arrangement and suspension of work. These include, but are not limited to, offices providing medical care, emergency response, security, and other indispensable services.

Heads of such offices shall determine the appropriate work arrangement to ensure unhampered operations.

SECTION 3. WORK-FROM-HOME (8:00 AM TO 12:00 PM)- Employees shall render work from home from 8:00 AM until 12:00 PM. This arrangement shall be implemented in accordance with existing civil service laws, administrative regulations, and internal policies.

Employees are expected to perform their assigned tasks and be available during official working hours through remote communication platforms.

Employees shall observe proper conduct and accountability in the performance of their duties under the work-from-home arrangement.

Supervisors and heads of offices are expected to monitor compliance and ensure that essential outputs are delivered as scheduled.



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SECTION 4. SUSPENSION OF WORK (12:00 PM ONWARDS)- Work shall be suspended from 12:00 PM onwards to allow employees sufficient time to prepare for and observe relevant activities associated with the Holy Week.

This Executive Order shall take effect on 16 April 2025, and shall remain in full effect unless otherwise revoked or amended.

Let copies of the Order be disseminated to all concerned.

DONE and **SIGNED** this 15th day of April 2025, City of Imus.

ALEX L. ADVINCULA
City Mayor