



Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City
OFFICE OF THE MAYOR

G/F New Municipal Building
National Hiway cor. PCAARRD Road
Los Baños, Laguna 4030, Philippines
Tel. No. (049) 530 2584 and 530 2585

EXECUTIVE ORDER NO. 021
Series of 2021

AN ORDER REDUCING HOURS OF WORK TRANSACTIONS IN THE MUNICIPAL GOVERNMENT OF LOS BAÑOS FROM EIGHT O'CLOCK IN THE MORNING (8:00 AM) TO TWO O'CLOCK IN THE AFTERNOON (2:00 PM), MONDAY TO FRIDAY.

WHEREAS, the undersigned issued Executive No. 20 dated March 23, 2021, entitled "AN ORDER ADOPTING THE INTER-AGENCY TASK FORCE FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASE (IATF-MEID) RESOLUTION NO. 104 SERIES OF 2021 DATED MARCH 20, 2021 FOR AREAS PLACED UNDER GENERAL COMMUNITY QUARANTINE (GCQ);

WHEREAS, the Civil Service Commission (CSC) has amended the guidelines on alternative work arrangements (AWA) in the government to align with the community quarantine rules issued by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF);

WHEREAS, COVID-19 is thought to spread mainly through close contact from person-to-person and it can be spread through respiratory droplets when an infected person coughs, sneezes, or talks;

WHEREAS, there is a need to impose additional measures to address the rising Covid-19 cases in the Municipality of Los Baños;

WHEREAS, clients are given until two o'clock in the afternoon (2:00 PM) to transact their respective business with the Municipal Government of Los Baños (MGLB). However, employees of the MGLB will continue to work until five o'clock in the afternoon (5:00 PM);

NOW THEREFORE, I, ANTONIO L. KALAW, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby ORDER THE REDUCTION OF HOURS OF WORK TRANSACTIONS IN THE MUNICIPAL GOVERNMENT OF LOS BAÑOS FROM EIGHT O'CLOCK IN THE MORNING (8:00 AM) TO TWO O'CLOCK IN THE AFTERNOON (2:00 PM), MONDAY TO FRIDAY.

EFFECTIVITY. This Executive order shall take effect on March 24, 2021.

Done this 23rd day of March 2021 in the Municipality of Los Baños, Province of Laguna, Philippines

HON. ANTONIO L. KALAW
Municipal Mayor