



Republic of the Philippines
PROVINCE OF NUEVA ECILJA
Municipality of Gabaldon
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OFFICE OF THE MUNICIPAL MAYOR

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EXECUTIVE ORDER NO. 2019-11

PROHIBITING MUNICIPAL OFFICIALS AND EMPLOYEES TO GO TO OTHER OFFICE WITHOUT OFFICIAL BUSINESS

WHEREAS, in accordance with the basic principles embodied in Republic Act 6713 also known as An Act Establishing a Code Of Conduct And Ethical Standards for Public Officials and Employees, **Section 2. Declaration of Policies.** - It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest;

WHEREAS, Section 4. of the said Republic Act also states the *Norms of Conduct of Public Officials and Employees.* - (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) Commitment to public interest. - Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) Professionalism. - Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavour to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(e) Responsiveness to the public. - Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

WHEREAS, pursuant to the The Administrative Code of 1987 on the Civil Service Commission Book V. Section 1. Declaration of Policy. — The State shall insure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness; that the Civil Service Commission, as the central personnel agency of the Government, shall establish a career service, adopt measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service, strengthen the merit and rewards system, integrate all human resource development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability; that public office is a public trust and public officers and employees must at all times be accountable to the people; and that personnel functions shall be decentralized, delegating the people; and the personnel functions shall be decentralized, delegating the corresponding authority to the departments, offices and agencies where such functions can be effectively performed. SEC. 2. Duties and Responsibilities of Public

WHEREAS, SEC. 38. of the same code explicit the Liability of Superior Officers. — (1) A public officer shall not be civilly liable for acts done in the performance of his official duties, unless there is a clear showing of bad faith, malice or gross negligence. (2) Any public officer who, without just cause, neglects to perform a duty within a period fixed by law or regulation, or within a reasonable period if none is fixed, shall be liable for damages to the private party concerned without prejudice to such other liability as may be prescribed by law. 34 (3) A head of a department or a superior officer shall not be civilly liable for the wrongful acts, omissions of duty, negligence, or misfeasance of his subordinates, unless he has actually authorized by written order the specific act or misconduct complained of. SEC. 39. Liability of Subordinate Officers. — No subordinate officer or employee shall be civilly liable for acts done by him in good faith in the performance of his duties. However, he shall be liable for willful or negligent acts done by him which are contrary to law, morals, public policy and good customs even if he acted under orders or instructions of his superiors.

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 explicit 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, the Municipal Government of Gabaldon, Nueva Ecija recognizes the importance of the above mentioned rules and regulations for the benefit of our public service. Hence, it is deemed necessary that all municipal officials and employees shall abide those rules and regulations, so that our commitment as accountable public servants for the delivery of good public service shall not be threatened by our wrongful acts, especially those who are going to other office without official business and this action is considered LOAFING FROM DUTY DURING REGULAR OFFICE HOURS;

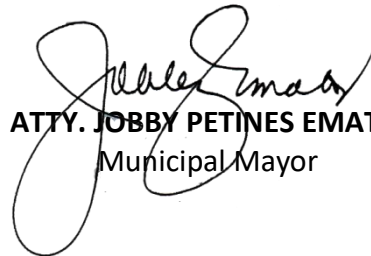
NOW, THEREFORE I, ATTY. JOBBY PETINES EMATA, Local Chief Executive of the Municipality of Gabaldon Nueva Ecija by virtue of power vested in me by the constitution and laws, do hereby order;

Section 1. PROHIBITION. No officers and employees shall be found in other office 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.

This Executive Order shall take effect immediately.

Decreed in the Municipality of Gabaldon, Nueva Ecija this 14th day of August in the year of our Lord Two Thousand Nineteen.


ATTY. JOBBY PETINES EMATA
Municipal Mayor