



Republic of the Philippines
Department of Environment and Natural Resources
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MAY 03 2005

MEMORANDUM ORDER
No. 2005- 10

SUBJECT : **ADDENDUM TO MEMORANDUM ORDER NO. 2005-08
DATED 06 APRIL 2005**

Pursuant to Memorandum Order No. 2005-08 on the Implementation of Administrative Order No. 117 *"Providing for Adjusted Official Hours in Departments, Bureau, Offices and Other Agencies in the Executive Branch, including Government-Owned and Controlled Corporations, for the Months of April and May 2005"*, the following shall henceforth be adopted:

I. Energy Conservation Measures

In view of the four-day workweek schedule, overtime work shall not be allowed on Fridays and Saturdays, except upon instruction of the head of office.

II. Assignment of employees to fill in as Skeletal Force

1. Offices with critical functions shall maintain a skeletal force on Fridays and/or weekends, as needed. These offices include:
 - a. parks, rescue centers, laboratories, and nurseries
 - b. checkpoints
 - c. radio communications unit covering checkpoints/identified hot spots
 - d. other critical areas/services
2. Personnel who shall serve as skeletal force shall either observe the regular eight-hour per day work schedule or avail of the work offsetting privileges, subject to authority to be issued by their respective heads of office.
3. Regional Executive Directors, Bureau Directors and Heads of Attached Agencies shall submit a report on the number of personnel designated as skeletal force for April and May in their respective offices.

This Order takes effect immediately and shall remain in force until May 31, 2005.

For your strict compliance.


MICHAEL T. DEFENSOR

Secretary

