



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Circular No. 0049
Series of 2026

FOR/TO : **BANGSAMORO TRANSITION AUTHORITY PARLIAMENT**
ALL MINISTRIES, OFFICES, AGENCIES AND COMMISSIONS
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : **GUIDELINES ON THE ADOPTION OF A FOUR (4)-DAY ONSITE**
WORK ARRANGEMENT AND COMPRESSED WORKWEEK IN
THE BANGSAMORO GOVERNMENT

DATE : **20 Ramadhan 1447 AH | 09 March 2026**

I. AUTHORITY

This Memorandum Circular is issued pursuant to Office of the President Memorandum Circular No. 114 s. 2026, which directs all government agencies and instrumentalities to adopt energy conservation protocols aimed at reducing operational energy consumption across the public sector. Among the measures identified in the said issuance is the adoption of flexible work arrangements, including a four (4)-day onsite work arrangement, compressed workweek, or other alternative work schedules that allow government offices to maintain operational efficiency while minimizing energy usage.

Consistent with the directive of the Office of the President, and in accordance with existing rules and regulations of the Civil Service Commission (CSC) governing flexible work arrangements in government service, the Bangsamoro Government hereby adopts and prescribes the following guidelines for the implementation of a four (4)-day onsite work arrangement and compressed workweek across ministries, offices, and agencies (MOAs) of the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

II. RATIONALE

The adoption of flexible work arrangements has been recognized as an effective approach to improve operational efficiency in government offices while supporting national initiatives on energy conservation. Such arrangements optimize the use of office resources and reduce energy consumption without compromising the delivery of public services.

In line with rising energy costs and the need for sustainable operational practices, the Office of the President issued Memorandum Circular No. 114, directing all government agencies and instrumentalities to implement energy conservation measures, including the adoption of flexible work schedules such as compressed workweeks and authorized work-from-home arrangements.

Consistent with this national directive, and in consideration of the operational requirements of the Bangsamoro Government, these guidelines prescribe the implementation of a four (4)-day onsite work arrangement with a designated work-from-home day during the Holy Month of Ramadhan, and the subsequent transition to a compressed workweek. These measures are designed to ensure the efficient utilization of government resources while maintaining continuous and uninterrupted public service delivery.

III. OBJECTIVES

This Memorandum Circular aims to:

1. Establish clear and uniform guidelines for the implementation of flexible work arrangements within the Bangsamoro Government;
2. Ensure the continuous, efficient, and uninterrupted delivery of government services while alternative work schedules are in effect;
3. Promote responsible and efficient utilization of government resources, particularly energy and office utilities; and
4. Establish monitoring and accountability mechanisms to ensure compliance with the prescribed work arrangements.

IV. SCOPE

These guidelines shall apply to all officials and employees of ministries, offices, and agencies (MOAs) under the Bangsamoro Government, including:

1. Regular employees;
2. Contract of Service (COS) / Job Order (JO) personnel; and
3. Consultants and other support personnel whose work arrangements may be reasonably aligned with the provisions of this Memorandum Circular.

V. DEFINITION OF TERMS

For purposes of this Memorandum Circular, the following terms shall be defined as follows:

1. Four (4)-Day Onsite Work Arrangement

Refers to a flexible work arrangement whereby personnel are required to report physically to their respective offices for four (4) days within the workweek, with the remaining workday performed remotely under an approved work-from-home arrangement.

2. Work-From-Home (WFH)

Refers to a work arrangement in which personnel perform their official duties and responsibilities remotely from their residence or another authorized offsite location through the use of information, communication, and digital technology platforms.

3. Compressed Workweek

Refers to an alternative work schedule wherein the required forty (40) hours of work per week are completed within fewer working days through extended daily working hours, without diminishing the total number of hours required for government service.

VI. GUIDELINES

1. Work Arrangement During the Holy Month of Ramadhan

In recognition of the observance of fasting during the Holy Month of Ramadhan and in order to support the well-being and productivity of employees while maintaining the delivery of government services, all ministries, offices, and agencies shall adopt a four (4)-day onsite work arrangement combined with one (1) designated Work-From-Home (WFH) day per week.

- a. Pursuant to Memorandum Circular No. 0032, s. 2026, Muslim officials and employees observing the Holy Month of Ramadhan shall report onsite for four (4) days each week and render services from 7:30 AM to 3:30 PM without a noon break.
- b. Officials and employees who are not observing the Holy Month of Ramadhan shall continue to observe the regular working schedule of 8:00 AM to 5:00 PM with one (1) hour noon break, subject to the four (4)-day onsite arrangement prescribed in this Memorandum Circular.
- c. One (1) designated workday each week shall be conducted under a Work-From-Home (WFH) arrangement, during which officials and employees shall observe the same official working hours applicable to their respective schedules.
- d. The specific WFH day may be determined by the Head of Office, taking into consideration operational requirements, staffing needs, and the need to maintain adequate onsite personnel.
- e. Personnel under WFH arrangements shall remain reachable, responsive, and available during official working hours and shall comply with all prescribed attendance monitoring and reporting requirements.

- f. Offices that provide frontline, regulatory, or other essential government services shall ensure that adequate personnel remain physically present in the office at all times in order to maintain the continuity of service delivery.

2. Work Arrangement After Ramadhan

Upon the conclusion of the Holy Month of Ramadhan, all ministries, offices, and agencies shall transition to a compressed workweek consisting of four (4) working days per week.

Under this arrangement, personnel shall complete the required forty (40) hours of work per week within four (4) working days, excluding meal breaks, through extended daily working hours.

Heads of ministries, offices, and agencies shall determine the most appropriate work schedules within their respective offices based on operational requirements, workforce distribution, and service delivery needs.

The following sample schedules may be adopted to complete the required 40-hour workweek:

Option 1 – Early Schedule

Time-in: 7:00 AM

Meal Break: 12:00 PM – 1:00 PM

Time-out: 6:00 PM

Option 2 – Standard Schedule

Time-in: 7:30 AM

Meal Break: 12:00 PM – 1:00 PM

Time-out: 6:30 PM

Option 3 – Later Schedule

Time-in: 8:00 AM

Meal Break: 12:00 PM – 1:00 PM

Time-out: 7:00 PM

Each of the above schedules results in ten (10) working hours per day for four (4) working days, thereby completing the required forty (40) hours of work per week.

Heads of ministries, offices, and agencies may also adopt staggered work schedules or rotation systems, provided that:

- a. All personnel complete the required weekly working hours; and
- b. Government services remain accessible to the public during official working hours.

3. Onsite Attendance Monitoring

Employees reporting physically to the office shall record their attendance through the established attendance monitoring systems of their respective offices, which may include:

- a. Biometric Attendance Systems; or
- b. Manual Daily Time Records (DTR) or authorized digital attendance logs in cases where biometric systems are unavailable or temporarily inoperable.

Attendance records shall accurately indicate:

- a. Official time-in;
- b. Official time-out; and
- c. Any instances of tardiness, undertime, or other attendance-related irregularities.

4. Work-From-Home Attendance Monitoring

To ensure accountability and transparency in the implementation of work-from-home arrangements, the following monitoring mechanisms shall be implemented:

- a. Digital Time Logging

Employees shall register their attendance through an authorized online attendance system, digital form, or other official electronic platform, indicating:

- i. Time-in;
- ii. Midday presence confirmation; and
- iii. Time-out.

- b. Task and Output Monitoring

Immediate supervisors shall monitor the work outputs and deliverables of personnel assigned under work-from-home arrangements. Employees shall accomplish assigned tasks and submit required outputs within the timelines prescribed by their respective supervisors.

Supervisors may require employees to provide brief status updates, progress reports, or documentation of completed outputs when necessary to verify work accomplishment and ensure proper coordination within the office.

- c. Online Availability

Employees under WFH arrangements shall remain accessible through official communication platforms, including but not limited to:

- i. Official email accounts;
- ii. Authorized messaging platforms used by the office; and
- iii. Video conferencing platforms for meetings, coordination, and official communications.

Immediate supervisors may conduct random online attendance verification to ensure compliance with the prescribed work arrangements.

5. Essential and Frontline Services

Offices providing health, emergency, frontline, regulatory, or other essential services shall ensure that adequate personnel remain physically present or immediately available at all times to maintain uninterrupted delivery of services to the public.

Heads of offices shall establish appropriate staff rotation, staggered schedules, or on-call arrangements to ensure coverage, while balancing operational requirements with the flexible work arrangements prescribed in this Memorandum Circular.

Personnel performing critical functions may be exempted from regular work-from-home or compressed workweek arrangements, subject to the approval of their respective Heads of Offices.

VII. ROLES AND RESPONSIBILITIES

1. Heads of Offices

Heads of ministries, offices, and agencies shall:

- a. Ensure the proper and effective implementation of these guidelines within their respective offices;
- b. Determine appropriate work schedules and staffing arrangements based on operational requirements;
- c. Ensure the continuous and uninterrupted delivery of public services; and
- d. Implement staff rotation, staggered scheduling, or other operational adjustments where necessary.

2. Immediate Supervisors

Immediate supervisors shall:

- a. Monitor employee attendance and daily submissions;
- b. Validate Daily Work Accomplishment Reports;
- c. Ensure employees remain responsive during official working hours; and
- d. Submit periodic monitoring reports to their respective Human Resource Management Unit.

3. Human Resource Management Units

Human Resource Management Units shall:

- a. Assist in monitoring attendance compliance;
- b. Maintain records related to work arrangements; and
- c. Provide guidance on the implementation of these guidelines.

VIII. MONITORING AND COMPLIANCE

All ministries, offices, and agencies shall establish appropriate internal monitoring mechanisms to ensure full compliance with the provisions of this Memorandum Circular.

Any violation of the prescribed work arrangements, attendance monitoring requirements, or reporting obligations shall subject the concerned employee to the appropriate administrative actions in accordance with existing Civil Service laws, rules, and regulations.

IX. ENERGY CONSERVATION MEASURES

All officials and employees are hereby directed to strictly observe the following energy conservation practices in order to support the government's efforts to reduce energy consumption across public offices:

1. Maintain air-conditioning thermostat settings at 24°C or higher where practicable;
2. Activate energy-saving or sleep settings on computers and other office equipment when not in active use;
3. Turn off non-essential lighting and electronic equipment during meal breaks and after office hours;
4. Conduct meetings, consultations, and coordination activities through virtual platforms whenever practicable; and
5. Limit official travel to activities that are operationally necessary and essential to government functions.

X. NON-INTERRUPTION OF GOVERNMENT SERVICES

All ministries, offices, and agencies shall implement the provisions of this Memorandum Circular in a manner that ensures the continuous, efficient, and uninterrupted delivery of government services to the public.

Accordingly, Heads of Offices shall ensure:

1. The continuous delivery of public services during official working hours;
2. The availability of adequate onsite personnel at all times; and
3. The proper implementation of staff scheduling, rotation systems, or alternative operational arrangements where necessary.

XI. SEPARABILITY CLAUSE

If any provision of this Memorandum Circular is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to remain in full force and effect.

XII. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon issuance and shall remain in force unless otherwise amended, repealed, or superseded by subsequent issuances.

By Authority of the Chief Minister
ABDULRAOF A. MACACUA


ABDULLAH M. CUSAIN
Acting Senior Minister

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