Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER NO. 6, Series 2014

SUBJECT : LIFTING OF THE FOUR-DAY WORK WEEK IN THE UNIVERSITY

DATE : APRIL 7, 2014

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1. Office Order No. 10 s. 2012 dated June 29, 2012 directed the implementation of a 4-day work week in the university. This is in compliance of Administrative Order (AO) No. 103 dated August 31, 2004 aimed to adopt austerity measure and AO 117 dated March 29, 2005 meant to adopt a four-day work week as strategy in reducing electricity, fuel and other attendant cost.

2. The four-day work week aims to achieve the following objectives, to wit;
   2.1 Reduce the monthly operation costs due to electricity, fuel, and other attendant costs incurred from the daily operation of offices;
   2.2 Enhance employees' productivity and commitment by allowing them to devote and focus on their tasks and services within a four day period every week instead of five;
   2.3 Eliminate illegal conduct of out-of-job activities during work times as employees are given an off day during Fridays to attend to these personal concerns and indulge in additional livelihood/business ventures; and
   2.4 Enhance over-all employees' happiness and job satisfaction.

3. An evaluation of four-day work week was conducted to determine satisfaction of its objectives. Feedback from stakeholders was also considered. The result of the assessment were as follows:
   3.1 Cost-benefit analysis of electric consumption indicates that the cost of electricity still increased even with four day work week. See table 1:

Table 1. Cost-Benefit Analysis of Electric Consumption per Campus

CAMPUS	KWH		Bill (PhP)	
	Before	**During**	**Before**	**During**
Main	202,805	222,482	2,025,791.91	2,292,802.36
Lagawe	33,550	33,970	271,459.93	344,730.89
Potia	52,924	45,195	661,242.37	542,271.50
Tinoc	2,887	3,067	36,723.54	33,606.53
Total	**292,166**	**304,714**	**2,995,218**	**3,213,411**

   3.2 Productivity and commitment of employees were assessed based on their absences and tardiness and were found to have significantly increased during the four-day work week. See Table 2.

Table 2. Summary of Absences and Tardiness of Employees

Employee	Work Week	ABSENCES		TARDINESS	
		Total No. of Employees	Average No. of Employees/Month	Total No. of Employees	Average No. of Employees/Month
Teaching	5day	604	50.33	489	**40.75**
	4day	599	49.92	606	**50.50**
Non-Teaching	5day	457	**38.03**	541	**45.08**
	4day	519	**43.25**	623	**51.92**

   3.3 Employees were satisfied of said policy but their clients especially students were not satisfied of the four day work week. Students are dissatisfied with the delivery of learning, student-teacher interaction and quality of service. See Table 3:

Table 3.Level of Satisfaction of Students and Employees on the Four-Day Work Week Along Different Factors

Factors	EMPLOYEES		STUDENTS	
	Mean	Level	Mean	Level
Health Nutrition	3.76	Satisfied	3.65	Satisfied
Time Management	3.98	Satisfied	3.52	Satisfied
Family Care	4.28	Satisfied	3.54	Satisfied
Financial Benefits	4.14	Satisfied	3.67	Satisfied
Transportation	3.94	Satisfied	3.31	Neither
Faculty-Administrator/ Faculty-Student Interaction	4.02	Satisfied	2.48	**Not Satisfied**
Savings on Energy	3.88	Satisfied	3.71	Satisfied
Quality of Learning	4.48	Satisfied	2.33	**Not Satisfied**
Delivery of Learning	4.49	Satisfied	2.19	**Not Satisfied**
Productivity & Work Efficiency	4.13	Satisfied	3.49	Neither
Over-all	**4.11**	**Satisfied**	**3.19**	**Neither**

3.4 Feedback from stakeholders except that of parents signifies that they do not agree with the four-day work week and have indicated dissatisfaction of delivery of service due to said policy. See Table 4.

Table 4. Summary of Result of Stakeholders Feedback on the Four-day Work Week

Stakeholders	Yes	No
Parents	67% (59)	33% (29)
Community	49% (40)	51% (42)
Business People/ Transport Group	39% (32)	61% (50)
Partner Agencies/ Alumni	37% (28)	63% (47)
Over-all Total	**49% (159)**	**51% (168)**

4. The results of assessment clearly indicate that the objectives were not met. The clients of IFSU especially students suffered during implementation of said policy. After careful and rigid deliberation during the ADCO meeting, the members unanimously decided to go back to the five-day work week.

5. Therefore, after more than a year of implementation, the four-day work week in the university is hereby lifted.

6. All employees will work on a regular five-day work from Monday to Friday every week from 8:00-12:00PM and 1:00-5:00 PM. However, faculty members may be assigned loads earlier or later than the usual work time stated under flexi-time schedule for the interest of the service.

7. The return to five day work-week will be effective June 1, 2014.

8. For the information, commitment and guidance of all.

SERAFIN L. NGOHAYON, Ph.D.
University President

Copy furnished: All ADCO Members, Campus Directors for posting in campuses, Faculty Federation President, Employees Union President, Records.