

MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 31

PRESCRIBING THE OFFICE HOURS TO BE OBSERVED IN THE DIFFERENT  
BUREAUS AND OFFICES OF THE GOVERNMENT

By virtue of the powers vested in me by law and pursuant to the provisions of Section 562 of the Revised Administrative Code, I, SERGIO OSMEÑA, President of the Philippines, do hereby prescribe, in accordance with the existing emergency, that the office hours of all bureaus and offices shall be from eight o'clock to twelve o'clock in the morning, and from one o'clock to four o'clock in the afternoon (Daylight Saving Time) on week-days including Saturdays: Provided, that, when the interests of the public service so require, the head of any Department, Bureau, or Office may extend the daily hours of labor for any or all of the employees under him, and may likewise require any or all of them to do overtime work not only on work days but also on holidays.

This Order repeals Executive Order No. 384, dated December 16, 1941, and shall take effect as of March 6, 1945.

Done at the City of Manila, this 8th day of March, in the year of Our Lord, nineteen hundred and forty-five, and of the Commonwealth of the Philippines, the tenth.

*S. Osmeña*  
SERGIO OSMEÑA

President of the Philippines

By the President:

*Jose S. Reyes*  
JOSE S. REYES

Secretary to the President