



EXECUTIVE ORDER NO. 22
Series of 2025

**STRICT IMPLEMENTATION OF A “NO NOON BREAK”
POLICY IN ALL OFFICES OF THE MUNICIPAL
GOVERNMENT OF CONCEPCION, TARLAC PURSUANT TO
REPUBLIC ACT NO. 9485, OTHERWISE KNOWN AS THE
“ANTI-RED TAPE ACT OF 2007”**

WHEREAS, Republic Act No. 9485, otherwise known as the "Anti-Red Tape Act of 2007", declares as a policy of the State the promotion of integrity, accountability, and proper management of public affairs and public property, and the establishment of effective practices aimed at the prevention of graft and corruption in government;

WHEREAS, Section 8 (e) of Republic Act No. 9485 states that “*agencies which render frontline services shall adopt appropriate working schedules to ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break.*”. Thus, government offices are advised to adopt an appropriate working schedule to ensure uninterrupted public service delivery, including the adoption of a “No Noon Break” Policy, so that clients within their premises before the end of the workday, including during lunch breaks, are served;

WHEREAS, the implementation of a “No Noon Break Policy” is intended to eliminate long queues, expedite processing, and improve access to government services, especially for clients with limited availability during working hours;

WHEREAS, there is a need to institutionalize such policy within the local government unit of Concepcion, Tarlac in order to strengthen its commitment to service efficiency and responsiveness;

NOW THEREFORE, I, NOEL L. VILLANUEVA, Municipal Mayor, by virtue of the powers vested in by the law, do hereby order the following, to wit:

SECTION 1. POLICY IMPLEMENTATION.

All departments, offices, and units under the Municipal Government of Concepcion, Tarlac are hereby directed to implement a “No Noon Break Policy” in compliance with Section 8 of Republic Act No. 9485, also known as the Anti-Red Tape Act of 2007.

SECTION 2. CONTINUOUS SERVICE DELIVERY.

All departments, offices, and units under the Municipal Government of Concepcion, Tarlac shall remain open and operational from 8:00 A.M. to 5:00 P.M., without suspension of services during the lunch break (12:00 noon to 1:00 P.M.).





Republic of the Philippines
MUNICIPALITY OF CONCEPCION
Province of Tarlac



OFFICE OF THE MUNICIPAL MAYOR

BAGONG PILIPINAS

SECTION 3. FLEXIBLE LUNCH BREAK ARRANGEMENTS.

Heads of offices shall establish appropriate shifting schedules or flexible lunch breaks to ensure that a sufficient number of personnel are on duty to serve clients during the 12:00 noon to 1:00 p.m. period.

SECTION 4. PUBLIC INFORMATION AND SIGNAGE.

All offices of the Municipal Government of Concepcion, Tarlac offices shall post visible and legible signs indicating: "NO NOON TIME BREAK (12: 00 NOON TO 1:00 P.M.)" at their respective entrance doors and/or service counters to inform the public that their office delivers continuous service for the day.

SECTION 5. REPEALING CLAUSE.


All orders, issuances, rules and regulations or parts thereof, which are inconsistent herewith are hereby repealed, amended or modified accordingly.

SECTION 6. EFFECTIVITY.

This Executive Order shall take effect immediately.

Let copies hereof be furnished all offices and personnel concerned, for their information and reference.

DONE this 31st day of July 2025 at Concepcion, Tarlac, Philippines.


NOEL L. VILLANUEVA
Municipal Mayor

