

MEMORANDUM CIRCULAR NO. \_\_\_\_\_  
Series of 2020

FOR : ALL COVERED ENTERPRISES AND ESTABLISHMENTS:

1. ENGAGED IN THE PRODUCTION, PROCESSING, DISTRIBUTION, DELIVERY AND SUPPLY AND DISPOSAL OF MEDICINE AND MEDICAL SUPPLIES, FOOD AND OTHER ESSENTIAL PRODUCTS; AND
2. EXPORT AND BUSINESS PROCESS OUTSOURCING (BPO) COMPANIES
3. RETAIL ESTABLISHMENTS (GROCERIES, SUPERMARKETS, HYPERMARKETS, CONVENIENCE STORES, PHARMACIES AND DRUG STORES)

SUBJECT : SUPPLEMENTAL CIRCULAR BASED ON THE MEMORANDA ISSUED BY THE EXECUTIVE SECRETARY ON ENHANCED COMMUNITY QUARANTINE OF LUZON DATED 16 MARCH 2020 AND 18 MARCH 2020, AND IATF RESOLUTION NO. 13 TO ENSURE UNHAMPERED MOVEMENT OF CARGO AND MOVEMENT OF PEOPLE OF BUSINESS ESTABLISHMENTS EXEMPTED FROM THE HOME QUARANTINE REQUIREMENT

DATE : 18 March 2020

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Pursuant to **Memorandum from the Executive Secretary dated 18 March 2020** providing for **Additional Guidelines for the Community Quarantine over the Entire Luzon and Management of the CORONAVIRUS DISEASE 2019 (COVID-19) Situation**, and approving **Resolution No. 13 of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF)** dated March 17, 2020, the following guidelines to provide details are hereby issued for the smooth implementation thereof:

**I. MOVEMENT OF ALL CARGOES IN THE ENTIRE LUZON AREA**

The movement of all types of cargoes within, to and from the entire Luzon shall be **UNHAMPERED**. If subjected to random inspection (with cargo before delivery or empties after delivery), the movement of cargoes **SHALL NOT BE DELAYED**, upon presentation of the cargo manifest or delivery receipt indicating the destination, nature and quantity of the loaded goods/cargoes.

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## **II. MOVEMENT OF PEOPLE FOR PRODUCTION, PROCESSING, DISTRIBUTION, AND SALE OF FOOD, MEDICINES AND MEDICAL SUPPLIES, AND OTHER ESSENTIAL PRODUCTS**

Staff or employees working in enterprises and logistics companies allowed to operate shall be permitted to pass through control points.

Enterprises and establishments shall operate with skeletal workforce, ensure safety protocols and social distancing in their respective workplaces. Establishments are also encouraged to implement alternative work arrangement such as work-from-home (WFH). For the skeletal workforce, establishments are encouraged to provide shuttle services or temporary accommodation.

The skeletal workforce of covered enterprises and establishments shall be allowed to enter and exit quality control points upon presentation of any of the following:

1. Valid Company Identification Card;
2. Proof of Residence;
3. Certification of Employment;

To further facilitate transit of personnel of covered enterprises and establishments, an official IATF ID issued by the Department of Trade and Industry (DTI) shall be presented starting 22 March 2020 unless extended.

## **III. EXPORT AND BPO COMPANIES**

Export and BPO companies shall be allowed to continue operations with a skeletal workforce, subject to strict observance of social distancing measures and provision of appropriate temporary accommodation arrangements or shuttle service within the immediate vicinity of the workplace. Where applicable, a work-from-home (WFH) arrangement will also be encouraged.

The following shall be allowed until end of 20 March 2020 unless extended:

1. Transfer of necessary equipment of BPO and export-oriented establishments to facilitate work-from-home (WFH) arrangement and;
2. For BPOs and export-oriented establishments to make arrangements with hotels for basic lodging

For purposes of the above, personnel of BPOs and export-oriented establishments, setting up the foregoing arrangements shall be allowed to travel subject to presentation of proof of employment, address of employer, and residence.

Finally, copy of this Memorandum Circular shall be presented to the Philippine National Police and Local Government Units in quality control points for implementation.

  
**RAMON M. LOPEZ**  
Secretary