



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

06 March 2020
M-MPV-575-2020

MEMORANDUM

TO : ALL CONCERNED

FROM : THE OFFICER-IN-CHARGE
Administrative Department

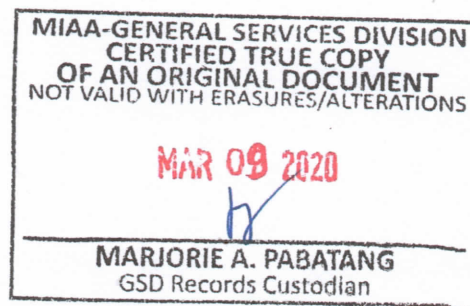
SUBJECT : DEPARTMENT OF TRANSPORTATION ISSUANCE

Please find attached Memorandum signed by Secretary Arthur P. Tugade, Department of Transportation (DOTr) dated 27 February 2020, details as follows:

| PARTICULAR | TITLE |
|------------------------------|--|
| Department Order No.2020-004 | IMPLEMENTING GUIDELINES ON THE PREVENTION OF THE SPREAD OF THE CORONA VIRUS DISEASE-2019 (COVID-19) AND AVAILMENT OF LEAVE DUE TO SELF-QUARANTINE AND/OR TREATMENT RELATIVE THERETO, AND FOR OTHER PURPOSES. |

For information and guidance.

gvalencia
EMELVYN C. VALENCIA





Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

575

DEPARTMENT ORDER NO. 2020- 004



FOR : **ALL OFFICIALS AND PERSONNEL**
 This Department
 Sectoral Offices
 Attached Agencies

SUBJECT : **IMPLEMENTING GUIDELINES ON THE PREVENTION OF THE SPREAD OF THE CORONA VIRUS DISEASE-2019 (COVID-19) AND AVAILMENT OF LEAVE DUE TO SELF-QUARANTINE AND/OR TREATMENT RELATIVE THERETO, AND FOR OTHER PURPOSES**

DATE : 27 February 2020

BACKGROUND

In line with the recent issuance of Civil Service Commission Resolution No. 2000362 and Memorandum Circular No. 05, s. 2020 dated 20 February 2020, the Order is hereby promulgated to ensure that precautionary measures are in place to avert the spread of the COVID-19 virus as declared by the World Health Organization (WHO) as a Public Health Emergency of International Concern and provide procedures of availment of leave privileges for absences incurred in relation to self-quarantine and/or treatment.

SCOPE AND COVERAGE

This Order shall apply to all officials and personnel (regardless of the nature of appointment) of the Department Central Office, Regional Offices, Sectoral Offices and Attached Agencies.

GUIDELINES

1. It is the responsibility of every official and employee to ensure that necessary measures are employed to prevent the spread of COVID-19 infection in the workplace.
2. All offices especially those with frontline services such as licensing centers, airports, ports, and other transport terminals where considerable number of passengers and transacting public congregate are enjoined to maintain precautionary measures to prevent the spread of the disease. Further, agencies shall place advisories both in their websites and bulletin boards located in conspicuous places within their premises.

This Order shall take effect immediately and shall be applicable for the duration of the Public Health Emergency of International Concern (PHEIC) until said medical condition has been lifted by proper health authorities.

For guidance and strict compliance.


ARTHUR P. TUGADE
Secretary




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