



MEMORANDUM

TO : ALL NTC EMPLOYEES AND SECURITY PERSONNEL

RE : GUIDELINES FOR THE MANAGEMENT OF THE COVID-19 SITUATION

DATE : 15 March 2020

In compliance with the Memorandum from the Executive Secretary on "Stringent Social Distancing Measures and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation,"¹ the following measures are hereby implemented:

DISINFECTION & SCREENING PROTOCOLS

1. Immediate suspension of operations to allow disinfection all offices and facilities of the Central and Regional Offices. Thereafter, all facilities shall undergo disinfection every Friday.
2. Requirement to wear face masks before entry, while inside and until exit from the premises.
3. Implement and ensure compliance with social distancing guidelines.
4. Body temperature testing for all persons entering NTC facilities, all temperature readings for employees to be logged everyday (use Employee ID numbers to facilitate recording). Persons with colds, cough, and/or temperature readings 37.5°C or above shall not be allowed to enter and referred to nearest medical facility for further screening.
5. Suspension of biometric operations along with implementation of other remedial measure to minimize contact, e.g. CCTV attendance.
6. Provision of handwashing and sanitation facilities before entry to NTC building and for all personnel and visitors to undergo hygiene protocols.

¹ In particular par. 4 of the Memorandum, "Alternative working arrangements, including but not limited to, work-from-home, compressed work week, staggered working hours, and creation of skeletal workforces, will be implemented in the Executive branch. x x x"

SUSPENDED AND AVAILABLE SERVICES

7. Only front-line services shall be functional, i.e. applications for permits, licenses, and complaints until further notice.
8. All radio examinations are suspended until further notice including radio examinations scheduled in coordination with NTC Regional Offices.
9. Commission *En Banc* sessions and deliberations are suspended until further notice.
10. All hearings before the NTC shall be suspended.
 - a. Reset and inform parties of new schedule.
 - b. Pen orders and decisions may be accomplished through telework/telecommuting subject to guidelines.
11. All visits of meetings shall be strictly on a confirmed appointment basis and shall be required to submit completed screening questionnaire prior to the confirmed appointment.
12. Except for confirmed official meetings and NTC official business, all other visitors shall not be allowed entry in the NTC premises until further notice.

MANNING COMPLEMENT

13. Frontline services shall observe a 4-day work week (Monday to Thursday) 7:00AM to 7:00PM. Skeletal manning shall be 50% of the staff for the first 2 days and the remainder to man the offices in the next 2 days. This includes support services, i.e. cashiering, disbursements, payroll, general services, and records.
14. Staff in the other units may report for work once a week (e.g. 8 staff: 2 to report on Mondays, 2 on Tuesdays and so on). When not in office they shall perform assigned task at home subject to telework/telecommuting guidelines that will be issued later.
15. For social distancing compliance, if half of the staff reporting 2 days in a 4-day work week will not satisfy the requirements, staff may be divided further into more groups, e.g. 3 or 4 groups.


Branch directors and chiefs of divisions/units of frontline services are hereby directed to list the names of their respective personnel who will compose each group. Non-frontline Branch directors and chiefs of divisions units shall list the names of their respective personnel who will report for work during the different days of the week (Mon-Thu) with the

goal of reducing the number of personnel per workday by around two-thirds.

All Regional Offices are hereby mandated to observe the above protocols and ensure the safety of its personnel and the public.

This Order shall take effect on 15 March 2020.

For strict compliance.



EDGARDO V. CABARIOS
Deputy Commissioner