

MEMORANDUM CIRCULAR NO. 20 - 06  
Series of 2020

**FOR :** ALL COVERED ENTERPRISES AND ESTABLISHMENTS AND THEIR PERSONNEL

**SUBJECT :** ENSURING UNHAMPERED MOVEMENT OF CARGO AND TRANSIT OF PERSONNEL OF BUSINESS ESTABLISHMENTS ALLOWED TO OPERATE DURING THE ENHANCED COMMUNITY QUARANTINE OF LUZON

**DATE :** 19 March 2020

Pursuant to the 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 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. ALL COVERED ENTERPRISES ARE THE FOLLOWING:**

1. Manufacturing of Food and Essential Products, Medicine and Medical Supplies
  - a. All Food
  - b. Essential and Hygiene Products
    - Soap and detergents
    - Diapers, feminine hygiene products, tissue, wipes/and toilet papers
    - Disinfectants
  - c. Medicines and Vitamins
  - d. Medical Products, such as:
    - PPEs
    - Masks, gloves
    - Others

This section includes the Distribution and Logistics to support Manufacturing Activities, including Cargo Handling, Warehousing, Trucking, and Port Operations.

2. Retail Establishments (Groceries, Supermarkets, Hypermarkets, Convenience Stores, Pharmacies and Drug Stores)
3. Export and Business Process Outsourcing (BPO) Companies

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

The movement of ALL types of cargoes (Food & Non-Food) 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

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presentation of the cargo manifest or delivery receipt indicating the destination, nature and quantity of the loaded goods/cargoes.

### III. MOVEMENT OF PERSONNEL NEEDED TO OPERATE THE COVERED ENTERPRISES

1. Staff or employees working in the above enterprises and establishments shall be **PERMITTED** to pass through control points.
2. The covered enterprises and establishments shall:
  - a. Operate with skeletal workforce, and where possible provide shuttle services or temporary accommodation; and
  - b. Ensure safety protocols and social distancing in their respective workplaces.
  - c. Encourage alternative work arrangements, such as Work-From-Home (WFH)
3. The skeletal workforce of covered enterprises and establishments shall be allowed to enter and exit control points upon presentation of any of the following:
  - a. Valid Company Identification Card;
  - b. Proof of Residence;
  - c. Certification of Employment;

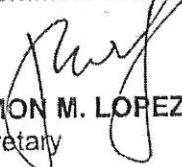
To further facilitate transit of personnel of covered enterprises and establishments, an official IATF ID issued by the DTI shall be presented starting 22 March 2020 unless extended.

### IV. EXPORT AND BPO COMPANIES

1. 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.
2. The following shall be allowed until end of 20 March 2020 unless extended:
  - a. Transfer of necessary equipment of BPO and export-oriented establishments to facilitate work-from-home (WFH) arrangement and;
  - b. 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.

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

  
**RAMON M. LOPEZ**  
Secretary

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