



**ADVISORY NO. 20-03  
Series of 2020**

**IMPLEMENTATION OF THE REQUIREMENTS AND INCREASE  
OF OPERATIONAL CAPACITY ON SHUTTLE SERVICES, AND  
THE REQUIREMENTS ON CONTACT TRACING UNDER DTI-  
DOLE JOINT MEMORANDUM CIRCULAR NO. 2020-04-A,  
SERIES OF 2020**

In the interest of the public and pursuant to Inter-Agency Task Force for the Management of Infectious Diseases (IATF) Resolution No. 85 dated 26 November 2020, the Department of Trade and Industry (DTI) and the Department of Labor and Employment (DOLE) hereby give notice on the implementation of DTI-DOLE Joint Memorandum Circular (JMC) No. 2020-04-A, Series of 2020 on the following requirements on shuttle services as an extension of the workplace and contact tracing:

1. *Section II (B) (4) on Shuttle Services* - In view of the availability of more public transportation, the requirement on provision of shuttle services by large-sized private establishments with total assets above Php100,000,000.00 located inside special economic zones and other areas under the jurisdiction of Investment Promotion Agencies is MODIFIED to read as --

“Private establishments are enjoined to commission their own shuttle services for the benefit of their employees.

Subject to the strict compliance with the minimum public health and safety standards and protocols, LTFRB MC 2020-061, Series of 2020, and other related issuances, the operational capacity of commissioned shuttle services for employees of permitted offices or establishments may be increased and adopt –

- (a) a “one-seat apart” arrangement, or
  - (b) a full seating capacity provided that the necessary dividers are in place.”
2. *Section III (C) (4) on Contact Tracing Forms* - To further safeguard personal information consistent with the Data Privacy Act, without compromising effective contact tracing, the required information shall be limited to the name and contact number of customers, clients, examinees, and visitors, as far as practicable.

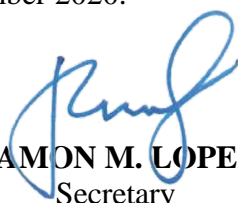
3. *Digital Contact Tracing Application* - Use of digital contract tracing app is highly encouraged for greater efficiency of implementation and added security of the data collected. StaySafe.ph is the government's official digital tracing application that is integrated with the Department of Health's Covid-19 Document Repository System (CDRS). Private establishments are highly encouraged to register in and use StaySafe.ph.

Other provisions of DTI-DOLE JMC No. 2020-04-A, Series of 2020, and related issuances, not inconsistent with the above shall remain valid and enforceable.

The following amendments shall take effect on 01 December 2020 upon publication.

Be guided accordingly.

29 November 2020.



**RAMON M. LOPEZ**  
Secretary

Department of Trade and Industry



**SILVESTRE H. BELLO III**  
Secretary

Department of Labor and Employment

CERTIFIED TRUE PHOTOCOPY



**JOEL R. CRUZ**  
Director, HRAS  
Department of Trade & Industry