



Republic of the Philippines
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MEMORANDUM CIRCULAR 2020 – 001

TO : ALL CONCERNED
SUBJECT : MARIVELES WATER DISTRICT IMPLEMENTING GUIDELINES ON THE
CORONA VIRUS DISEASE 2019 (COVID - 19)
DATE : March 23, 2020

The Department of Health (DOH) has confirmed the local transmission of the Corona Virus Disease 2019 (COVID - 19). President Rodrigo Roa Duterte, through Presidential Proclamation Nos. 929 and 922 (s.2020), has declared a State of Public Health Emergency throughout the Philippines, and has imposed an Enhanced Community Quarantine and Stringent Social Distancing Measures over the entire Luzon, effective 12:00 AM of 17 March 2020, and expiring on 12:00 AM of 13 April 2020

In view of the aforementioned, the following implementing guidelines have been issued by the Mariveles Water District (MARIWAD) to assist all concessionaires in their preparedness to combat the spread of COVID-19. Observance of these guidelines is highly expected.

1. A strict home quarantine shall be observed by MARIWAD employees; movement shall be limited to accessing basic necessities; provision for food and essential health services shall be regulated.

2. A work from home arrangement shall be implemented effective 23 March 2020 until 12 April 2020, or whenever the Enhanced Community Quarantine over Luzon is lifted, whichever comes earlier, Should the Enhanced Community Quarantine persist after 12 April 2020, a new circular shall be released to provide the proper guidelines moving forward.

All personnel are assigned skeletal work force and shall work under the work from home arrangement, except for the duly assigned operator/s. All personnel under the work from home arrangement shall be on standby and on call whenever their presence and service is required at the office.

3. Skeletal work force shall be ensured in the following units with their corresponding purposes:

- a.) Commercial Department - To attend to telephone calls, inquiries, complaints, requests for correction of water supply, collection and billing.
- b.) Engineering Department - To attend to maintenance works such as repair of leaks, correction of water supply, system flushing and other maintenance works.

To ensure 24/7 potable water supply availability through the proper operation and maintenance of the pumping equipment in different pumping stations.

d.) Administrative Department - To act on financial and administrative matters such as procurement/bidding process and others. Procurement is based on the GPPB Resolution Numbers:

03-2020 – Adoption of efficient, effective, and expedient procurement procedures during a state of Public Health Emergency (March 9, 2020)

05-2020 – Approving the amendment of item F of the general guidelines of the consolidated guidelines for the Alternative Methods of Procurement or annex H of the 2016 IRR (March 20, 2020)

06-2020 – Approving the recommendation to increase the allowable amount of advance payment and issuance of a circular on guidelines for Emergency Procurement under RA No. 11469 or the Bayanihan to heal as one Act (March 20, 2020).

The personnel assigned as skeletal work force shall work on shifting schedule as determined by management. This set up shall be in effect while the work from home arrangement is in place.

4. Average of water bill instead of actual water meter reading will be implemented for this period.
5. Office collection of payments shall be implemented during the period stated in paragraph 2 of this circular.
6. Imposition of penalties shall be suspended during the period stated in paragraph 2 of this circular. Similarly, disconnections that are to be made during the period shall be deferred.
7. Requests for new connections shall not be accommodated to comply on social distancing.
8. On-going infrastructure projects of MARIWAD that shall not comply with the ECQ protocol will be suspended effective immediately, and shall continue on 13 April 2020, or whenever the Enhanced Community Quarantine over Luzon is lifted, whichever comes earlier. Should the Enhanced Community Quarantine persist after 12 April 2020, a new circular shall be released to provide the proper guidelines moving forward.

For immediate implementation and strict compliance