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MEMORANDUM CIRCULAR 2020 – 002

TO : ALL CONCERNED
SUBJECT : MARIWAD IMPLEMENTING GUIDELINES ON THE CORONA VIRUS DISEASE
2019 (COVID - 19) – ENHANCED COMMUNITY QUARANTINE EXTENSION
DATE : April 8, 2020

Memorandum from the Presidential Executive Secretary for the Extension of Enhanced Community Quarantine over the entire Luzon until 30 April 2020.

Pursuant to Republic Act No. 11469 or the “Bayanihan to Heal as One Act,” Proclamation Nos. 929 and 922 (s.2020), upon the recommendation of the Inter-Agency Task Force (IATF) for the Management of emerging infectious diseases in its joint resolution dated 06 April 2020, the Enhanced Community Quarantine (ECQ) over the entire Luzon will be extended until 11:59 PM of 30 April 2020

In view of the aforementioned, the following implementing guidelines have been issued by the Mariveles Water District (MARIWAD) to assist all concessionaires for the extension of ECQ. Implementation of these guidelines is highly expected.

1. A strict home quarantine shall be continued 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 continued implemented until 30 April 2020, or whenever the Enhanced Community Quarantine over Luzon is lifted, whichever comes earlier, Should the Enhanced Community Quarantine persist after 30 April 2020, a new circular shall be released to provide the proper guidelines.

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. Main Office and Sub-office (satellite office's) collection of payments shall be implemented during the period stated in paragraph 2 of this circular.

5. 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.

6. Requests for new connections shall not be accommodated together with the conduct of Orientation/seminar for new connections to comply on social distancing protocol.

7. On-going infrastructure projects of MARIWAD that shall not comply with the ECQ protocol will be suspended effective immediately, and shall continue on 1 May 2020, or whenever the Extended Enhanced Community Quarantine over Luzon is lifted, whichever comes earlier. Should the Enhanced Community Quarantine persist after 30 April 2020, a new circular shall be released to provide the proper guidelines.

For immediate implementation and strict compliance