

MEMORANDUM:

FOR	: ALL CENTER, DEPARTMENT, and UNIT HEADS
FROM	: HRMDD ACTING MANAGING DIRECTOR
SUBJECT	: REMINDERS & GUIDELINES ON ON-SITE REPORTING
DATE	: 01 July 2020

- A.** For the past three months, we have restricted entry into the DAP Building and we have adapted alternative working arrangements in line with government mandated quarantine policies. These include implementing work-from-home (WFH) protocols and allowing very limited reporting on site. These measures have helped us ensure that the Academy can continue to operate and to deliver services. To continue doing so and to ensure the health and safety of all DAP personnel, a reiteration of our existing guidelines while the National Capital Region (NCR) is under General Community Quarantine (GCQ) is hereby being made:
- B. ORDER or PERMISSION TO REPORT ON-SITE (ROS)**
- B.01.** The Academy continues to implement a WFH alternative working arrangement.
- B.02.** **It is only when it is ABSOLUTELY NECESSARY, or when a task cannot be done from their respective homes that DAP personnel may be ordered or allowed to report on-site.**
- B.03.** The immediate supervisors and the Center or Department Heads should both ensure that no staff member is unnecessarily exposed to the risk of being infected with CoVID19.
- B.04.** The order or permission to ROS should consider the health profile and condition of the personnel as has been reported by the Clinic, and based on the daily and/or weekly health monitoring reports.
- B.05.** Unless properly justified and endorsed by Center or Department Heads copy furnished their respective Group-heads, that any service that will be rendered by DAP-personnel identified as “high risk” (*based on health or comorbidity profile, age, etc.*) is indispensable, they should continue to be on WFH-arrangements;
- B.06.** In order for staff to be issued an Appropriate Certification, the Human Resource Management & Development Department (HRMDD), care of the undersigned or by the HRM Division care of Dir-RSTibo at mobile no.**0998_8864_184** or thru email address tibor@dap.edu.ph should be furnished with the approved or cleared work orders, copy furnished Ms. Joan Claire Clarin at email address clarinjc@dap.edu.ph.
- B.06.A.** the Logistics Division, Admin Dept care of ADir-RDVCastillo at mobile no.**0925_7327_591** or thru email address castillor@dap.edu.ph (*for possible gate-pass re equipment /supplies/matl's to be brought out of office-building*);
- B.06.B.** the General Services Division, Admin Dept care of Dir NLCasalan at mobile no.**0917_8347_222** or thru email address casalann@dap.edu.ph (*for transpo-service requirements*);



- B.06.C.** the DAPCC Pasig facilities care of Mgr-VVFerrer at mobile no. **0908_8676_960** or thru email address ferrerv@dap.edu.ph (for office workstations requirements & cafeteria operations); and,
- B.06.D.** the designated Chief Operating Security Officer care of AJSKraft at mobile no. **0998_1181_050** or thru email address krafta@dap.edu.ph (for building access /gate-control)
- B.07.** Due to the limited capacity of the “sundo-hatid” service provided for the staff of the Academy, there is a need for regular work planning and prioritization.

C. WORKPLACE SAFETY PROTOCOLS

- C.01.** “No Mask, No Entry”;
- C.02.** Temperature checks before entry and before leaving the building;
- C.03.** Must step on the ‘foot mat’ wet with disinfecting solution before entry;
- C.04.** Alcohol sprayed on the hands;
- C.05.** Only those with temperature of 37.6°C, or below, will be allowed entry;
- C.06.** Fill-out daily monitoring logsheet at entrances that will capture the entrant’s Building ID Access number, time-of-entry, office, floor#, temp as verbally reported by the Guard, and the place last visited;
- C.07.** Maximum capacity of elevator is four (4) pax. Priority will be given to those in 4th Floor or upper;
- C.08.** Physical distancing should be observed at all times;
- C.09.** Personnel should refrain from going to other floors, and as much possible, limit movement only within his/her unit;
- C.10.** Due to uncertain virus infection outside the building, going out of the building is discouraged. Any personnel should secure the “EXIT PASS for the Day”, *duly signed by his/her Superior*, if he/she intends to go out of the building and plans to return within the day. For possible contact tracing, **Attached Sample Form** should be accomplished and submitted to the Guard-on-Duty before leaving the building. Returning personnel shall be subjected to usual checks;
- C.11.** After the work-for-the-day; personnel are encouraged go home right away; if he/she has personal transport, or should avail the reserved transpo-service.

- D.** Everybody’s cooperation is being sought.

MARK LEMUEL L. GARCIA

cc: SVP-MLM, Programs
: SVP-BADizon, Services
: Dr LEPC, Dean-GSDPM
: PJC



Sample Form

EXIT PASS for the Day

NAME:		date	
OFFICE:		ID#	
PURPOSE			
PLACE TO GO/ VISIT			
APPROVAL / Signature of the Superior			
<i>GUARD-ON-DUTY TO FILL-OUT:</i>			
TIME-OUT	TEMP _OUT	TIME-IN	TEMP _IN
	°C		°C

EXIT PASS for the Day

NAME:		date	
OFFICE:		ID#	
PURPOSE			
PLACE TO GO/ VISIT			
APPROVAL / Signature of the Superior			
<i>GUARD-ON-DUTY TO FILL-OUT:</i>			
TIME-OUT	TEMP _OUT	TIME-IN	TEMP _IN
	°C		°C