



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD

OFFICE OF THE MUNICIPAL MAYOR

05 October 2021

MEMORANDUM:

No: 2021 – 56

To: ALL MUNICIPAL OFFICIALS AND EMPLOYEES

SUBJECT: CONTINUOUS STRICT IMPLEMENTATION OF MINIMUM PUBLIC HEALTH PROTOCOLS AND SAFETY MEASURES IN FIGHTING COVID-19 VIRUS

As per the latest official report of the Municipal Health Office, there is an alarming rise in the positive cases and deaths of COVID-19 in the municipality of Bansud and there are a number of municipal officials and employees who had been exposed, tested positive and are now on quarantine.

To prevent the transmission of virus and for the safety and protection of municipal officials and employees so as not hamper the operations and the continuous delivery of public services, you are all hereby directed to continuously and strictly observe the stringent implementation of health protocols and measures which have been repeatedly reminded in many issuances.

I. Operational Capacity of the Municipal Government of Bansud

1. Effective immediately municipal offices shall operate 100% operational capacity
2. All offices are ordered to maintain opening of their doors/windows to ensure proper circulation of air
3. Alternative work arrangement maybe implemented as per Civil Service Commission guidelines upon approval of the Local Chief Executive
4. The Human Resource Management Office shall implement policies relative to leave of absences, quarantine, treatment and provide support and assistance to officials and employees affected by COVID-19 virus

II. Adherence to minimum Public Health Protocols

1. Always wear mask/face shield
2. Observe social distancing
3. Wash/Sanitize hands
4. Be vaccinated – Everybody is encouraged to be vaccinated for you and others protection

III. Prohibited Activities

1. Eating together in one table
2. Making office gatherings such as anniversary, blow out and birthday parties
3. Public and inter-office transaction inside the offices
4. Peddlers/solicitation inside the office
5. Close queuing during pay day
6. Reporting to office when not feeling well and experiencing symptom/s of COVID-19 infection


Policy Option

- Take your snack/lunch in your own table
- Can celebrate by just distributing food packs among officemates
- Outside office door/ window/ corridors/ lobby public transaction
Office transaction can be done for exceptional cases when necessary
- Peddling/solicitation is allowed at the outside lobby of the building
- Strict 2-meter distance or for the Disbursing Officer to devise a system to avoid queuing
- Inform the department head/head of office and follow advise/directive

IV. Enforcement of safety and health protocols

1. The Municipal Human Resource Management Officer and to be assisted by the Chief Security Officer shall closely monitor and enforce policies relative to COVID-19 pandemic.

For strict compliance.


RONALDO M. MORADA
Municipal Mayor