



Republic of the Philippines
MIMAROPA Region
Province of Occidental Mindoro
OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 81-A
Series of 2020

UPDATED GUIDELINES AND PROTOCOLS ON THE OBSERVANCE OF MINIMUM PUBLIC HEALTH STANDARDS IN THE OFFICES OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO INCLUDING ALL ITS SUB-OFFICES DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC AND FOR OTHER PURPOSES

WHEREAS, Section 15, Article II of the Philippine Constitution provides that the State shall protect and promote the right to health of the people and instill health consciousness among them. Article XIII, Section 3 provides further that the state shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 10 Series of 2020 providing Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic;

WHEREAS, the Civil Service Commission, Department of Health and Department of Labor and Employment issued Joint memorandum Circular No. 1, Series of 2020 providing for Occupational Safety and Health (OSH) Standards for the Public Sector;

WHEREAS, the Department of Health issued Department Memorandum No. 2020-0056 dated February 3, 2020 providing for Interim Guidelines for all employers and workers, both public and private, on the necessary precautions to prevent, contain and mitigate the possible transmission of COVID-19 in the workplace;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 05, Series of 2020 entitled "Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment Relative to the Corona Virus Disease-2019 (COVID-19);

WHEREAS, IATF Resolution No. 68 Series of 2020 dated September 3, 2020 requires the wearing of face shields in venues where government-initiated meetings and critical government services are being conducted or provided;

WHEREAS, the undersigned issued Executive Order No. 81 Series of 2020 entitled "Guidelines and Protocols on the Observance of Minimum Public Health Standards in the Offices of the Provincial Government of Occidental Mindoro Including Its Sub-Offices During the Period of State of National Emergency Due to COVID-19 Pandemic and for Other Purposes";

WHEREAS, there is a need to update and amend some provisions of Executive Order No. 81 Series of 2020 to keep abreast with the latest issuances of the IATF and other National Government Agencies.

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NOW, THEREFORE, I, EDUARDO B. GADIANO, Governor, Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. ESTABLISHMENT OF LOGBOOK IN EVERY DEPARTMENT OR OFFICE.

Every department, division, section or office of the Provincial Government of Occidental Mindoro shall establish a logbook at its entrance for which every visitor, client or employee of the Provincial Government having a transaction with the said office shall record the details of his/her personal information such as name, address, contact number, date of arrival, time-in, time-out, and person/s he/she has a close contact with in that office.

For purposes of this guideline, close contact shall mean a person's exposure or having a conversation with another person for a period of more than 15 minutes or with less than one meter distance with one another or without any protective face mask or shield.

Section 2. SAFETY/SECURITY OFFICER FOR EVERY DEPARTMENT AND HIS/HER DUTIES.

Every department is required to designate and submit the name of its safety/security officer as well as the alternate in case of the former's absence.

It shall be the duty of the safety/security officer to perform the following:

- a) To monitor the employees in the office whether they are manifesting symptoms of COVID-19 infection like fever, cough and sore throat. If in the affirmative, the safety officer shall coordinate with the PHO for the implementation of proper health protocols;
- b) To ensure that proper recording in the logbook is being implemented;
- c) To identify high risk employees in the office;
- d) To ensure that group meetings in the office shall comply with the minimum physical distancing requirement;
- e) To coordinate with the General Services Office regarding the conduct of regular disinfection in areas of convergence in the office; and
- f) To ensure that all employees and officers in the department are complying with the minimum public health standards as provided in this Executive Order.

Section 3. LOCATOR SLIP FOR EMPLOYEES GOING OUT OF THE OFFICE.

A locator slip with complete details of required information shall be filled up and submitted by every employee when going out of the office, whether for official or personal purposes.

Section 4. WEARING OF FACE MASK AND FACE SHIELD AND OBSERVANCE OF SOCIAL DISTANCING.

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Every employee shall wear face mask and face shield and shall observe physical distancing of at least one meter apart while inside the office or its premises. Any employee who shall violate the same shall be imposed the following penalties:

First Offense	-	Warning
Second Offense	-	5 days of home quarantine without pay
Third Offense	-	15 days of home quarantine without pay
Fourth and Successive Offenses	-	Filing of Administrative Case for Insubordination

However, in cases of contractual and job order employees who violate the wearing of face mask and face shield and observance of social distancing for the fourth time, they shall be meted the penalty of termination from work.

Section 5. EMPLOYEES UNDER WORK FROM HOME OR HOME QUARANTINE.

Employees under work from home scheme **(those who are sick and vulnerable)** shall not join social or mass gatherings. Also, they shall not endeavour to go out of their residences during office hours (8:00 o'clock A.M. to 5:00 o'clock P.M.). **Employees who are sixty (60) years old and above are required to report to work except those who are sick and with pre-existing health conditions as proven by a medical certificate issued or certified by a government physician.**

On the other hand, employees under home quarantine shall not be allowed to go out of their residence any time. Any employee who shall violate the above-mentioned policies shall be imposed the corresponding penalty provided under the immediately preceding section (Section 4) of this Executive Order. Also, any employee under home quarantine who violates quarantine guidelines and protocols or fails to divulge signs and symptoms of COVID-19 infection while in quarantine shall be subject to the pertinent penal provisions of Republic Act No. 11332 also known as the "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act".

Section 6. EMPLOYEES WHO TRAVELLED OUTSIDE THE PROVINCE.

Employees who are Authorized Persons Outside Residence (APORs), ambulance drivers and allied personnel and personnel bringing cadaver, who returned to the province within **seventy two (72)** hours from the time they left shall not be subject to the 14-day mandatory home quarantine. Provided, however, that employees whose official travel itinerary would enable them to return within twenty four (24) hours shall return to the province within the said period to be exempt from the 14-day mandatory home quarantine.

On the other hand, an employee who returned to the province beyond **seventy two (72)** hours shall undergo 14-day mandatory quarantine. **Provided, that such employee shall apply for the necessary leave of absence during the quarantine period.** However, he/she may opt to undergo **COVID-19** test after five (5) days of quarantine. After the release of negative COVID-19 result, he/she can report to work immediately. If the travel is official, COVID-19 test shall be at the expense of the Provincial Government. However, if the travel is personal, COVID-19 test shall be shouldered by the concerned official or employee.

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An employee who travelled on official business who returned to the province beyond **seventy two (72)** hours may be covered by the work from home arrangement during his/her period of quarantine provided that his/her task is one of those allowed under Item 3.1 paragraph (d) of Civil Service Commission Memorandum Circular No. 10 Series of 2020 and upon approval of the concerned Department Head.

An employee who travelled for personal purposes or due to emergency cases or for humanitarian reasons who returned to the province beyond **seventy two (72)** hours shall file the necessary leave of absence, if available. However, he/she may be covered by the work from home arrangement during the period of his/her quarantine provided that his/her task is one of those allowed under Item 3.1 paragraph (d) of Civil Service Commission Memorandum Circular No. 10 Series of 2020, there is no other personnel within the office who can perform his/her work and upon approval of the department head taking into account the provisions of Civil Service Commission Memorandum Circular No. 10 Series of 2020.

Contractual Doctors/Medical Officers shall, upon their entry to the province, present, at least, a negative result of RDT test which shall be valid within 48 hours from the date of its release/issuance.

Section 7. DEPARTMENT HEAD'S DISCRETION TO ESTABLISH WORK ARRANGEMENTS.

For offices whose physical space will not allow the observance of proper physical distancing among its employees, the concerned Department Heads have the discretion to establish work arrangements allowed by the Civil Service Rules and Regulations to comply with the requirement of physical distancing. However, employees whose tasks and nature of work require them to report to work daily may not be covered by the established work arrangement.

Section 8. RESPONSIBILITY OF THE HEADS OF OFFICES.

Heads of the Departments or Offices shall be responsible for the strict implementation of the health protocols contained in this Executive Order. Failure on his/her part to implement the same shall subject him/her to appropriate sanctions.

Section 9. APPLICABILITY OF THE EXECUTIVE ORDER.

This Executive Order applies to all officials and employees of the different offices of the Provincial Government of Occidental Mindoro including its sub-offices, whether employed on a permanent, contractual or job order basis.

Meanwhile, visitors, guests and individuals with business transactions with any of the Provincial Government's offices or sub-offices who fail to comply with the above-mentioned health protocols shall not be allowed entry or shall be sent out of the office building, as the case may be.

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Section 10. SEPARABILITY CLAUSE.

If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

Section 11. REPEALING CLAUSE.

All Executive Orders, Rules and Regulations issued by this province which are inconsistent with any of the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

Section 12. EFFECTIVITY.

This ORDER shall take effect immediately.

DONE at the Provincial Capitol, Mamburao, Occidental Mindoro this 10th day of November 2020.


EDUARDO B. GADIANO
Governor