

**MEMORANDUM CIRCULAR No. 15**

**TO : ALL DAR OFFICIALS AND EMPLOYEES**

**FROM : The SECRETARY**

**SUBJECT : GUIDELINES FOR THE IMPLEMENTATION OF PROTOCOLS FOR THE NEW NORMAL IN THE DEPARTMENT OF AGRARIAN REFORM**

**DATE : 01 May 2020**

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**I.****INTRODUCTION**

The Department of Agrarian Reform (DAR) is the lead agency in the actualization of the constitutional mandate for the State to undertake, by law, an agrarian reform program founded on the right of farmers and regular farmworkers who are landless, to own directly or collectively the lands they till, or in the case of other farmworkers, to receive a just share of the fruits thereto.

The COVID-19 pandemic and the various challenges it wrought to the nation do not alter the tasks of the Department. However, never has the empowerment of the agrarian reform beneficiaries been so critical in addressing the urgent needs of the nation. The call of the times for the DAR is a heightened policy focus on food security. It goes beyond the completion of the land acquisition and distribution process. Program implementation requires the availability of capital and credit, farm inputs, technicians, extension workers, farm machinery and equipment, transportation, and marketing capabilities. Through the support services of the DAR, the agrarian reform beneficiaries and their communities, organizations, and cooperatives must have the capacity to ensure the continuous supply of agricultural products in all the communities. The role of the farmer is critical. The agrarian reform beneficiary is a frontliner in the fight versus the pandemic, and the men and women of the DAR must stand side by side with the beneficiaries.

This is the new normal for the Comprehensive Agrarian Reform Program.

The pandemic remains a threat as we enter the new normal. Our manner of addressing the national health emergency will vary. There will be areas which will still be under the enhanced community quarantine. Other areas will be under the general community quarantine. Other areas could possibly be without any quarantine restriction. In any event, we need to fulfill our tasks as we sustain our efforts to limit the spread of the virus in the national, regional, provincial, municipal, and barangay fronts.

**II.**

## PURPOSE AND COVERAGE

A community quarantine refers to the restriction of movement within, into, or out of the area of quarantine of individuals, large groups of people, or communities, designed to reduce the likelihood of transmission of the COVID-19 virus among persons in and to persons outside the affected area. This Memorandum Circular is the basis of the guidelines for the enhanced community quarantine and for the general community quarantine which shall provide the specific standards for the work processes and procedures in the various offices of the DAR in the central, regional, provincial, municipal, and barangay levels. The purpose of these guidelines is to maintain at any given moment the MINIMUM PUBLIC HEALTH STANDARDS. These are the standards set by the Department of Health, as well as sector-relevant guidelines, to aid all sectors in all settings to implement non-pharmaceutical interventions, *i.e. Public health measures that do not involve vaccines, medications, or other pharmaceutical interventions which individuals and communities can carry out to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19.* These guidelines shall therefore address the following:

- 1.0. The formulation of the protocols in the enhanced community quarantine and the general community quarantine areas on the preparation and maintenance of the work place, the manner of delivery of services, the transportation of personnel, the work arrangements, the maintenance of health, sanitation and hygiene, the protection of the personnel and the clients from being infected by the COVID-19 Virus.
- 2.0. The acquisition and utilization of the necessary technology, facilities, and equipment for digital communication, thermal scanners, personal protective equipment, physical distancing apparatus and paraphernalia, disinfecting solutions, as well as other requirements necessary to protect the life and ensure the safety of all concerned in both the enhanced community quarantine and the general community quarantine areas.
- 3.0. The supervision and monitoring of the operation of the various offices to ensure full compliance with the protocols and standards, continuing awareness of the health and the fitness to work of the personnel, the screening of visitors via thermal scanning, and the availability of the requisite facilities, equipment, paraphernalia, and other resources for both the enhanced community quarantine and the general community quarantine areas.
- 4.0. The continuing education and enforcement campaign to all personnel, as well as clients, on the protocols and on how to effectively prevent the spread of the COVID-19 virus. Instructions on compliance with the legal requirements under the national health emergency. Discussions on the resulting administrative, civil, and criminal liabilities in the event of breach.

### III.

## LEGAL BASIS

This set of guidelines is in accordance with the requirements of the following laws, as well as in compliance with the following instructions of the President as embodied in the various Proclamation Orders, Executive Orders, as well as the Resolutions of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), and the Memoranda and Circulars of the Pertinent Agencies or local government units under the IATF, thus:

- R.A. No. 10121 (*An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefor and for Other Purposes.*)
- R.A. No. 11332 (*An Act Providing Policies and Prescribing Procedures on Surveillance and Response to Notifiable Diseases, Epidemics, and Health Events of Public Health Concern, and Appropriating Funds Therefor, Repealing for the Purpose Act No. 3573, Otherwise Known as the "Law on Reporting of Communicable Diseases).*)
- R.A. No. 11469 (*An Act Declaring the Existence of a National Emergency Arising from the Coronavirus Disease 2019 (COVID -19) Situation and a National Policy in Connection Therewith, and Authorizing the President of the Republic of the Philippines for a Limited Period and Subject to Restrictions to Exercise Powers Necessary and Proper to Carry Out the Declared National Policy and for Other Purposes.* It is otherwise known as the *Bayanihan to Heal as One Act*).
- R.A. No. 9184 (*An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes*) and its Implementing Rules and Regulations as well as the Recent Resolutions of the Government Procurement Policy Board (GPPB) on Procurement Under Emergency Cases.
- Proclamation No. 922 Series of 2020 dated 08 March 2020 Declaring a State of Public Health Emergency throughout the Philippines.
- Proclamation No. 929 Series of 2020 dated 16 March 2020 Declaring a State of Calamity throughout the Philippines Due to the Corona Virus Disease 2019.
- Executive Order No. 112 dated 30 April 2020 Imposing an Enhanced Community Quarantine in High Risk Geographic Areas of the Philippines and a General Community Quarantine in the Rest of the Country from 01 to 15 May 2020 Adopting the Omnibus Guidelines on the Implementation Thereof, and for other Purposes.
- Resolutions of the IATF created under Executive Order No. 168, Series of 2014, particularly:

- IATF Resolution No. 30 of 29 April 2020 (Recommendation Relative to the Management of the Coronavirus Disease 2019 (COVID 19) Situation).
- IATF OMNIBUS Guidelines on the Implementation of the Community Quarantine in the Philippines dated 29 April 2020 under Executive Order No. 112 dated 30 April 2020.
- IATF Resolution No. 30-A of 01 May 2020 (Clarifications and Amendments to the AITF Omnibus Guidelines).

#### **IV.**

### **PROTOCOLS FOR AREAS UNDER THE ENHANCED COMMUNITY QUARANTINE**

- 1.0. An ENHANCED COMMUNITY QUARANTINE (ECQ) refers to the implementation of temporary measures imposing stringent limitations on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols.
- 2.0. The minimum public health standards must always be observed.
- 3.0. On the basis of the current directives of the President as contained in Executive Order No. 112 dated 30 April 2020 unless altered by subsequent executive order, LGU resolution, or law, the following areas are under the ECQ from 12:01 A.M. of 01 May 2020 to 11:59 P.M. of 15 May 2020:
  - The National Capital Region
  - Region III (Central Luzon), except Aurora Province
  - Region IV-A (CALABARZON)
  - Albay Province
  - Benguet Province
  - Pangasinan Province
  - Iloilo Province
  - Cebu Province
  - Bacolod City
  - Davao City
  - Iloilo City
  - Cebu City
  - Zamboanga City
- 4.0. DAR Offices in the national, regional, provincial and municipal levels that are under ECQ shall not be opened to the public at any time.
- 5.0. All DAR officers and personnel who are engaged to work in an ECQ area shall work from home (WFH) or resort to an alternative work arrangement in

accordance with DAR Memorandum Circular No. 3 dated 19 March 2020 and CSC Announcement No. 13, Series of 2020.

- 6.0. DAR Personnel who are engaged to work in an ECQ area as part of the skeleton workforce of the Office shall be provided with the proper accreditation order and may use official agency vehicle in accordance with DAR Memorandum Circular No. 3 dated 19 March 2020. A skeleton workforce refers to the operational capacity which utilizes the smallest number of people needed for a business or an organization to maintain its basic function or perform critical internal tasks necessary for its continued operation.
- 7.0. All DAR Personnel, who work as part of the skeleton work force, shall be provided with the necessary personal protection equipment and observe the necessary health protocols and social distancing as provided under Memorandum No. 140 dated 14 April 2020, as well as receive the hazard pay in accordance with Memorandum No. 135 dated 24 March 2020.
- 8.0. In accordance with IATF Resolution No. 14, Series of 2020 dated 20 March 2020, the secretaries, undersecretaries, assistant secretaries, and bureau directors of the various agencies or departments under the Executive Branch, as well as the close-in staff necessary for the movement of the said third level official are exempted from the ECQ measure subject to strict compliance with the skeleton work force arrangement and strict social distancing.
- 9.0. DAR personnel, who shall be involved in the processing and distribution of the ARB ID in accordance with DAR Memorandum Circular No. 04 dated 02 April 2020, as well as the Quarantine Accreditation Pass as per Memorandum Circular No. 05 dated 07 April 2020, shall be exempted from the work-from-home arrangement. Such personnel shall be provided with the necessary personal protection equipment and shall observe the necessary health protocols and social distancing as provided under Memorandum No. 140 dated 14 April 2020, as well as receive the hazard pay in accordance with Memorandum No. 135 dated 24 March 2020.
- 10.0. The workplace consisting of the office building(s) and the grounds must be ready for occupation by the members of the skeleton force during the ECQ
  - 10.1. Water and electricity services are available.
  - 10.2. The ventilation and air conditioning systems are working.
  - 10.3. The communication systems are working. There must be capability in the workplace for digital communication, and if possible, a local area network (LAN). There must be access to cellular phone cards. There must be internet connection. Two-way radio communication must also be available.
  - 10.4. The area is subjected to pest control.
  - 10.5. The furnishing and equipment must have been cleaned and protected by plastic or other material.
  - 10.6. The building(s), as well as the surroundings must have been thoroughly cleaned and disinfected by the proper and trained personnel.

- 11.0. There must be a sufficient supply of the proper and safe disinfecting solutions for the entire workplace upon commencement of office work by the skeleton force under the ECQ. There must be disinfecting areas, *i.e.* misting stations, at all entry points of the premises of the workplace and at every office. The bathrooms and toilets must have sufficient supply of water, soap, and cleaning agents. The workplace must remain clean and infection-free as far as practicable 24/7. Doorknobs, railways, elevators, and other surfaces must be regularly disinfected during the working hours at reasonable intervals. The Head of Office shall find an alternative to the finger scanning device in the recording of the reporting time and departure time of employees forming part of the skeleton force.
- 12.0. Vehicles entering the grounds must be disinfected before entry during the ECQ. A misting station or viable alternative shall be set up at the entry point of vehicles.

## **V.**

### **PROTOCOLS FOR AREAS UNDER THE GENERAL COMMUNITY QUARANTINE**

- 1.0. A GENERAL COMMUNITY QUARANTINE (GCQ) refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols. A GCQ area is one wherein the minimum public health standards as imposed by the Government through the IATF and the Department of Health must always still be strictly followed.
- 2.0. Pursuant to Executive Order No. 112 dated 30 April 2020, all the other areas which are not under ECQ in Luzon, Visayas, and Mindanao are under GCQ effective 12:01 A.M. of 01 May 2020.

#### **3.0. THE CHIEF IMPLEMENTER**

The Head of Office of the DAR in the national, regional, provincial, or municipal, level shall be the Chief Implementer of these Guidelines and the protocols imposed by Executive Order, by IATF Resolution, or by LGU order with regard to areas under the GCQ. The Head of Office shall prepare the financial, manpower, technical, logistical, and other resources necessary for the implementation of these guidelines. Procurement of goods and services shall be covered by acquisition under emergency cases as approved by the GPPB and in accordance with Memorandum No. 1 dated 14 April 2020.

#### **4.0. DESIGNATION OF OIC**

In the event that the Regional Director, the Provincial Agrarian Reform Program Officer II, or the Municipal Agrarian Reform Program Officer, is not physically present in the concerned region, province, or municipality at the time when the said office resumes its operation under the GCQ for causes beyond the control of the said Head of Office, he or she shall submit a report within 24 hours from the time when such absence occurs to the Regional Director who

will immediately submit to the DAR Secretary a written recommendation as to the designation of the Officer-in-Charge (OIC) who will act as the Head of Office.

#### **5.0. OFFICE HOURS UNDER GCQ**

DAR Offices in the national, regional, provincial, and municipal levels which are under GCQ shall be opened to the public effective office hours of 01 May 2020 and shall remain open until close of working hours unless the Head of Office impose, upon approval by the Secretary, shorter working hours per day or reduce the number of working days in a week due to social distancing requirements and subject to alternative working arrangements in compliance with the subsequent instructions of the local government unit, the IATF, or if the President shall impose shorter working hours.

#### **6.0. THE PROTOCOL COMMITTEE**

The Head of Office or the OIC shall organize a Protocol Committee which shall ensure, from the planning stage up to the execution stage, that the workplace is compliant with all the protocols under the GCQ. It shall comprise of division chiefs and/or section heads. It shall not be more than ten (10) members excluding the Head of Office or the OIC. The Chief of Security, as well as the Head of Maintenance, while non-members of the Protocol Committee, shall sit in the meetings. The Protocol Committee shall also ensure that all the facilities, equipment, disinfecting substances, thermal scanners, personal protective equipment, shuttle services, misting stations, visitors lounge, receiving room, isolation room, dividers and other protocol requisites are ready and available at all times.

#### **7.0. THE WORK PLACE**

The workplace consisting of the office building(s) and the grounds must be ready for occupation at the time of resumption of work under the GCQ.

- 7.1. The building(s), as well as the surroundings must have been thoroughly cleaned and disinfected by the proper and trained personnel.
- 7.2. Water and electricity services are available.
- 7.3. The ventilation and air conditioning systems are working.
- 7.4. The communication systems are working. There must be capability in the workplace for digital communication, and if possible, a local area network (LAN). There must be access to cellular phone cards. There must be internet connection. Two-way radio communication must also be available.
- 7.5. The area is subjected to pest control.
- 7.6. The furnishing and equipment must have been cleaned and protected by plastic or other material.
- 7.7. The files, documents, books, reference and other materials must have been disinfected.
- 7.8. There must be in the workplace the following designated rooms:
  - 7.8.1. A Visitors Lounge for those who are authorized to transact business subject to these rules.
  - 7.8.2. A Receiving Room for disinfecting and receipt of goods and

documents subject to these rules.

7.8.3. An isolation room for those who are suspected of having the infection subject to these rules.

In the event that there are limitations as to the available space in the office for a visitors lounge or a receiving room, the Head of Office shall provide for an area for the said purposes. If there is no space for an isolation room, the unwell person shall be sent to the nearest local health center

## **8.0. DISINFECTING AREAS**

There must be a sufficient supply of the proper and safe disinfecting solutions for the entire workplace upon commencement of office work under the GCQ. There must be disinfecting areas, *i.e.* misting stations, at all entry points of the premises of the workplace and at every office. The bathrooms and toilets must have sufficient supply of water, soap, and cleaning agents. The workplace must remain clean and infection-free as far as practicable 24/7. Doorknobs, railways, elevators, and other surfaces must be regularly disinfected during the working hours at reasonable intervals. There must be foot baths at the entry points of offices. The Head of Office shall find an alternative to the finger scanning device in the recording of the reporting time and departure time of employees.

## **9.0. DISINFECTING INCOMING VEHICLES**

Vehicles entering the grounds must be disinfected before entry. A misting station shall be set up at the entry point of vehicles. Otherwise, the Protocol Committee may set up a substitute disinfecting system for incoming vehicles.

## **10.0. ENTRY OF VISITORS/ VISITORS LOUNGE**

As a general rule, only employees may enter the workplace. Non- employees authorized by the Head of Office to conduct business transactions may enter the workplace. The name of the person and purpose of the visit must be relayed to the Chief of Security prior to the visit. A Visitor's Lounge which shall be located nearest the exit point must be designated. Persons with the authority to visit shall be issued a Visitor's Pass and shall only be allowed to stay in the Visitor's Lounge. In no instance shall there be more than fifteen (15) persons in the Lounge unless the protocol on social distancing which imposes a physical distance of one meter requires a lesser number of visitors. There will be assigned two employees who will be given the task of receiving the visitors and transacting the business on a first-come-first-served basis. The receiving employees must be wearing the proper personal protective equipment comprising at least of protective gloves, face shield, and mask which shall be provided by the Office. There shall be a divider wall made of plexi-glass, or acrylic sheet, or any similar material to separate the visitors from the employees. The Security Personnel shall ensure that the visitor shall leave the workplace after transacting business.



#### **11.0. DELIVERY OF GOODS/FILING OF DOCUMENTS/ RECEIVING ROOM**

Non-employees delivering goods, mail matters, parcels, documents, and packages from outside the work place may be allowed entry but shall be allowed only to proceed to the designated Receiving Room for goods or documents and not at the Visitor's Lounge. The person delivering the goods or submitting the document must have a Visitor's Pass, and the delivery or submission must be communicated to the Chief of Security in advance. In no instance shall there be more than fifteen (15) persons in the Lounge unless the protocol on social distancing which imposes a physical distance of one meter requires a lesser number of visitors. There will be assigned two employees who will be given the task of receiving the goods, parcel, or the documents on a first-come-first-served basis. The receiving employees must be wearing the proper personal protective equipment comprising at least of protective gloves, face shield, and mask which shall be provided by the Office. There shall be a divider wall made of plexi-glass or acrylic sheet or any similar material to separate the visitors from the employees. The Security Personnel shall ensure that the visitor shall leave the workplace after the delivery of goods or submission of documents. The goods, mail matter, parcels, or documents must be disinfected in a manner that will not damage the material or its contents. The Receiving Room is the designated area for the disinfection of these items. Only upon disinfection shall the item be received and recorded. Goods received shall be turned over by the assigned employee to the proper office, while the received documents shall be turned over by the assigned employee to the Records Section. Separate areas for receiving goods and receiving documents may be designated subject to availability of space and personnel.

#### **12.0. INGRESS PROTOCOLS/ HEALTH DECLARATION FORM**

Any person (DAR employees and visitors) entering the workplace or the DAR shuttle vehicle must be wearing a face mask and must be subjected to thermal scanning. Any person who is not wearing a mask or any substitute face cover acceptable with the health protocols shall not be allowed entry. Any person who has a temperature of above 37.5 degrees Celsius or who exhibits coughs, sneezing, or colds shall not be allowed entry. In addition, the person must accomplish the Health Declaration Form while in the shuttle or as he or she enters the work area. The Health declaration Form is written in the vernacular on a one-half sheet of paper stating that:

- 12.1. He or she is not feeling sick.
- 12.2. He or she does not have any coughs or sore throat.
- 12.3. He or she has not come into contact with any person who is suspected of having the COVID -19.
- 12.4. He or she has not come into contact with any person who actually has the COVID-19 infection.

The full name, signature, date and time of accomplishment of the Form must also be stated therein.

### **13.0. UNWELL PERSONS/ ISOLATION ROOM**

Any person, who is already in the workplace and is found to be with a body temperature higher than 37.5 degrees Celsius or is exhibiting coughs, sneezing, or colds, or is basically unwell, shall be immediately placed in a designated isolation room. The designated medical staff who must have the proper personal protective equipment comprising of protective gown, head gear, goggles, gloves, face shield, and mask shall attend to the said person and comply with the protocols of the LGU and minimum public health standards. There shall be chairs and/or cots separated by dividers made of wood, plexi-glass, acrylic sheet, or any similar material. The isolation room is off limits to all persons except the unwell person(s) and the medical staff. If there is no available space or personnel for the isolation room, the Protocol Committee shall make arrangements to have the unwell person sent to the nearest local health center.

### **14.0. ALTERNATIVE WORK ARRANGEMENTS**

The Head of Office shall ensure that the DAR Office is operating at full capacity subject to certain limitations of available resources, personnel and space and in accordance with the current COVID-19 situation. As much as practicable and subject to the pertinent rules and regulations of the Civil Service Commission, the Head of Office may formulate a work from home (WFH) Plan or an alternative work arrangement (AWA) for the following employees subject to the approval of the Secretary who may delegate the authority to the Head of Office

- 14.1. Persons with immunodeficiency, comorbidities, or other health risks.
- 14.2. Pregnant women.
- 14.3. Persons above sixty years of age.
- 14.4. Persons who will not report to the work place on specific days or on specific hours to ensure that physical distancing is maintained at all times in the work area.

The Head of Office shall submit the WFH Plan or the AWA to the Regional Office of the Civil Service Commission in compliance with CSC Announcement No. 13, Series of 2020.

### **15.0. FACE MASK FOR ALL EMPLOYEES/ MONITORING TEAM**

All employees who report at the workplace must wear at all times the proper face mask which shall be provided by the DAR. A DAR employee must always properly wear his or her DAR Identification Card as well as be in possession of his or her Quarantine Accreditation Pass. The Head of Office shall assign a Monitoring Team which shall ensure that this requirement is strictly followed. The Monitoring Team will also compile the Health Declaration Forms.

### **16.0. SOCIAL/ HEALTH PROTOCOLS IN THE WORKROOM**

The workroom must be arranged in such a manner that the employees are separated from each other by dividers. Each employee must be separated by at least one meter or six feet from the other employee in the workroom. The face

mask must always be worn in the workroom. Social distancing must always be observed. There should be no gathering of any kind at any area of the workroom or workplace. Prolonged face to face interaction is always to be avoided. Eating of meals shall be done on the worktable. There shall be no communal taking of meals. Physical meetings are to be avoided. There must always be disinfecting solution in the workroom. Alcohol in dispensers, disinfecting wipes, hand wash solutions, soaps, and similar items must be well stocked in every workroom.

**17.0. NO MASS GATHERING/ NO LOITERING**

There will be no mass gatherings of any kind outside and inside the workplace. There will be no meetings where the attendees must be physically present. Congregating among fellow employees is prohibited. The movement from one workroom to another is discouraged. Loitering is prohibited in the workplace.

**18.0. PUTTING UP OF INSTRUCTIONAL SIGNAGES**

Directional signs and instructional materials shall be placed at all strategic areas regarding the various protocols. Health bulletins will also be posted on designated boards to keep the DAR Personnel well-informed.

**19.0. ORIENTATION/TEAM MORALE**

The Protocol Committee shall provide means of educating or orienting the personnel on the reasons behind the protocols. Information will also be provided on the acts and omissions which may result to civil, administrative, or criminal liabilities of persons under the national health emergency. The Protocol Committee shall always consider the continuing need of boosting the *esprit de corps* at all times of the DAR Family.

**20.0. SHUTTLE SERVICES**

As far as practicable, shuttle services shall be provided by the DAR to its personnel who report at the workplace subject to the availability of resources. While in transit, physical distancing shall always be observed, and all must wear the face mask. Temperature of each employee shall also be taken by thermal scanner before entering the vehicle. The Health Declaration Form may be filled up by the employees while in transit. The transportation vehicle must be clean, disinfected and with proper ventilation or air conditioning at all times. The person operating the vehicle must be physically fit and must wear the proper face mask.

**21.0. OPEN LINES WITH AGENCIES**

The Protocol Committee shall maintain open communications with the local government unit, as well as with other agencies on the conduct of agency work and the current or developing protocols. The Protocol Committee must have established lines of support and coordination with the Local Government Unit, the Department of Health, the Philippine National Police, the Department of Agriculture, and other agencies.

## **VI.**

### **MISCELLANEOUS PROVISIONS**

#### **1.0. CONTINUING DUTY OF DAR PERSONNEL**

Every employee of the DAR serves the Filipino Farmer who is at the forefront of the New Normal. A DAR employee must continue to serve the primary client even under the ECQ and the GCQ. A DAR employee must always be conscious of this task. Equally important to the DAR employee is to observe vigilance and honesty in ensuring full compliance with all the protocols. Strict adherence to the standards and protocols is indispensable in the reduction of transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19.

#### **2.0. INTERZONAL MOVEMENTS**

Travel from an ECQ to a GCQ area or vice versa, as well as travel from a community without quarantine control to an ECQ or GCQ area or vice versa, are treated as interzonal movements which are not allowed unless the person travelling is a DAR official with the rank of Secretary, Undersecretary, Assistant Secretary, Bureau Director, Regional Director, Assistant Director, Provincial Agrarian Reform Program Officer, or Municipal Agrarian Reform Program Officer. A staff complement of two including the driver of the officer's vehicle is included in the exception. Transit across localities in the same GCQ area or in the same community without quarantine controls are not interzonal movements and are allowed. Local government units and local health units are enjoined by Section 4 Par. (2) of the Omnibus Guidelines of EO 112 Series of 2020 to impose any quarantine period for those in interzonal transit.

#### **3.0. CONTINUITY OF PROGRAMS AND PROJECTS**

All DAR officials and personnel shall ensure the continuity of the implementation of the priority programs of the DAR under the COVID-19 national health emergency situation, particularly the distribution of the ARB IDs under M.C. No. 04 dated 02 April 2020, the Quarantine Accreditation Pass under M.C. No. 05 dated 07 April 2020, and the implementation of the PROJECT ARBOLD, as well as the other support projects. Land acquisition and distribution completion remains as the goal of the Department. On equal footing is the parcelization of collective agrarian reform titles and the coverage of unused government-owned lands. The cases of the DAR Adjudication Board proceeds in accordance with M.C. No. 13 dated 27 April 2020 while the Agrarian Law Implementation Cases proceeds in accordance with M.C. No. 14 dated 28 April 2020.

#### **4.0. MONITORING AND REPORTING**

The Protocol Committee shall monitor the day-to-day compliance by all persons of these guidelines. It shall ensure full compliance by all concerned persons with the protocols. The Head of Office shall submit a weekly report every Monday to the Regional Director who shall submit the Regional Compliance Report to the Secretary every Wednesday.

5.0. **REPEAL CLAUSE/ EFFECTIVITY**

All previous orders, issuances, rules, and regulations inconsistent with or contrary to this Memorandum Circular are hereby repealed or amended. This Memorandum Circular shall remain in effect until the state of public health emergency is lifted, subject to changes as may be instructed or issued by the Office of the President. This Memorandum Circular shall take effect immediately upon posting at the DAR Official Website

For strict compliance.

  
ATTY. JOHN R. CASTRICIONES

  
DEPARTMENT OF AGRARIAN REFORM  
COVID19-OSEC-20-05-019

