



Republic of the Philippines
**PHILIPPINE MINING
DEVELOPMENT CORPORATION**
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MEMORANDUM

OP-2020-07-022

TO : ALL EMPLOYEES
PMDC HEAD OFFICE

THRU : **ATTY. JAIME T. DE VEYRA**
Vice-President, Corporate Services

ATTY. LUCAS R. VIDAD
Vice-President, Operations

FROM : **ATTY. ALBERTO B. SIPACO, JR.**
Chairman, President and CEO

SUBJECT : **GUIDELINES FOR MODIFIED ENHANCED COMMUNITY
QUARANTINE (MECQ)**

DATE : August 03, 2020

Pursuant to the approval of President Rodrigo R. Duterte on the Inter-Agency Task Force for the Management of Emerging Infectious Diseases' (IATF-EID) recommendation to reimpose stricter quarantine measures, the National Capital Region (NCR) will be placed under Modified Enhanced Community Quarantine (MECQ) to address the increasing CoVid-19 cases effective midnight August 04, 2020 to August 18, 2020, the PDMC Management reiterates the adoption of Memorandum OP-2020-05-019 or the Guidelines to Ensure Safety of PMDC Personnel and Continued Delivery of Services During the Implementation of Modified Enhanced Community Quarantine (MECQ) and General Community Quarantine.

PMDC Head Office shall adopt the Work-From-Home (WFH) alternative working arrangement guided by the implementing guidelines on the adoption of work from home arrangement and herein parameters:

1. Work from home assignments/tasks including instructions on what should be done and deadlines will be transmitted by supervisors to staff and outputs of staff are to be submitted electronically through viber, messenger or email.
2. WFH Accomplishment Report shall be strictly enforced.
3. Reasonable expenses incurred during the work-from-home may be defrayed by PMDC subject to accounting and auditing rules and regulations.

These guidelines shall be in effect until the official lifting of Modified Enhanced Community Quarantine (MECQ).

For strict compliance.


ATTY. ALBERTO B. SIPACO, JR.
Chairman, President & CEO

