



**MEMORANDUM CIRCULAR NO. 11**  
Series of 2021

APR 12 2021

**SUBJECT: PROCEDURES IN SUSTAINING THE IMPLEMENTATION OF IATF  
OMNIBUS GUIDELINES ON HEALTH PROTOCOLS IN ALL OFFICES,  
WORK STATIONS AND PUBLIC PLACES WITHIN NAIA COMPLEX**

**I. GENERAL**

1. Consistent with the DTI-DILG-DOTr-CSC-DOLE Joint Memorandum Circular Re Implementing Guidelines on "Safety Seal Certification", the Manila International Airport Authority (MIAA) shall implement measures on health and safety protocols in all offices, work stations and public places within Ninoy Aquino International Airport (NAIA).
2. The MIAA, by virtue of its Charter thru Executive Order No. 778 as revised by Executive Order No. 903, is mandated to promulgate rules and regulations for the efficient and effective management of airport operations.
3. Administrative Order No. 151 issued on 26 May 2006 affirming the authority of the MIAA over all operations in the premises of the NAIA, and the General Manager, MIAA shall exercise supervision over all government agencies operating therein.

**II. PURPOSE AND SCOPE**

4. This Circular prescribes the procedures for a sustained implementation of the IATF Omnibus Guidelines to prevent the spread of COVID-19 and to promote the health and safety of MIAA and other government employees, airport users and the general public transacting business in NAIA.
5. It applies to all airport employees and airport users as well as all MIAA and other government offices/establishments, concessionaires, stores and other private establishments operating within the NAIA complex.

**III. DEFINITION OF TERMS**

For purposes of this Circular, the following shall be construed to mean:

6. **Apprehending Officer** - is a designated MIAA official or authorized personnel to apprehend personnel found to be non-compliant of health and safety protocols.
7. **Public Places** – areas within the NAIA complex where access is not restricted and people are free to pass and stay.
8. **MIAA Covid-19 Task Force (MCTF)** – is the body created by MIAA under MC 22 series of 2020 that implement procedures for the management of COVID-19 cases in MIAA offices.

9. **Health and Safety Protocols** – are measures to prevent the spread of COVID-19 in consonance with the IATF directives/guidelines.
10. **Inspection Team** – a group of personnel tasked to check and ensure compliance to IATF/DOH health and safety protocols.
11. **Safety Seal Certification (SSC)** – an instrument that attests government and private establishments are safe places, having been compliant to the health and safety requirements relative to COVID-19 pandemic.
12. **Safety Seal** – refers to the sticker issued by Civil Service Commission to government offices/establishments and Local Government Unit to commercial and other private establishments that guarantees said establishments have been found compliant with the minimum standards set by the government and that they have adopted and enforces the use of the Stay Safe application as its digital contact tracing application.

#### IV. STATEMENT OF POLICY

13. All offices, concessionaires, stores and other private establishments within the NAIA complex to include employees must be compliant with the health and safety protocols as well as other requirements prescribed by the IATF/DOH.
14. The grant of access privilege within the NAIA Complex is not a matter of right and it may be suspended or revoked/cancelled in the event personnel is found non-compliant with the health and safety protocols.

#### V. GUIDELINES AND PROCEDURES

15. The Terminal Managers shall organize their respective Inspection Teams composed of personnel from APD, TOG and Terminal Safety Office (TSO) within their areas of responsibility.
16. The Manager, Administrative Department shall organize Inspection Team composed of personnel from APD, MIAA Admin and SMSO with APD Headquarters, MIAA Admin Compound, PAL Inflight Center, Nayong Filipino Compound and Family Assistance Center as its area of responsibility.
17. The Manager, Emergency Services Department (ESD) shall organize Inspection Team composed of personnel from ESD, AirPD and AGOSD with ESD Compound, Aircraft Movement Area and General Aviation Area as its area of responsibility.
18. The authorized Apprehending Officers shall confiscate access pass of non-compliant personnel with issued access pass and turnover the same to the APD personnel for the issuance of violation receipt, while other persons without access pass shall be turned over to PNP AVSEU-NCR personnel on duty. Confiscated access pass shall be endorsed to the ID/Pass Control Office.
19. The Inspection Team shall conduct unannounced inspections of at least once a week to determine compliance with the IATF health and safety protocols by personnel, offices and establishments using the attached MIAA Compliance Checklist.
20. The Inspection Team shall issue Notice to Explain (NTE) to offices/establishments found to be non-compliant. Concerned offices/ establishments are made to explain within 48 hours upon receipt of the NTE.

21. The MCTF will evaluate the explanation and if found satisfactory, the concerned office/establishment is absolved. The MCTF, upon confirmation of non-compliance, shall implement sanctions to concerned offices/establishments.
22. A monthly report shall be submitted by the MCTF to the General Manager, MIAA every end of the month.
23. The Issuing Authorities to grant, revoke and retain the **Safety Seal Certification (SSC)** are CSC, LGUs, DTI and DOLE pursuant to the Joint Memorandum Circular Re Implementing Guidelines on Safety Seal Certification.

**VI. STATEMENT OF RESPONSIBILITIES**

24. The MIAA COVID-19 Task Force (MCTF), in addition to its duties and functions provided for under MC No. 22 Series of 2020, shall oversee the strict and sustained implementation of the IATF Omnibus Guidelines as amended and the provisions of this Circular.
25. The Terminal Managers and Department Heads, in close coordination with the MCTF, shall provide the necessary logistical support to the Inspection Teams.
26. Government agencies, airline operators, ground handling companies, concessionaires and other establishments shall strictly observe and implement the health and safety protocols in their respective offices and work stations.
27. The following MIAA Officers are authorized to apprehend non-compliant personnel of health and safety protocols:
  - a. General Manager, MIAA
  - b. Senior Assistant General Manager (SAGM)
  - c. Assistant General Managers (AGMs)
  - d. Terminal Managers (TMs) and Asst. Terminal Managers (ATMs)
  - e. Manager, Intelligence and Access Management Department (IAMD)
  - f. Manager, APD
  - g. MIAA COVID-19 Task Force Officers/Members
  - h. Action Officers
  - i. MIAA Safety Officers
  - j. All APD Officers/Personnel

**VII. NON-COMPLIANCES AND CORRESPONDING SANCTIONS**

<b>Personnel</b>	
Non-Compliant	Sanctions
First Time	Warning
Second Time	3 days suspension of access pass
Third Time	7 days suspension of access pass
Fourth Time	1 month suspension of access pass
Fifth Time	Cancellation of access pass

Note: Non-access pass bearers shall be endorsed to PNP AVSEU-NCR.

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<b>Concessionaires and Other Private Establishments</b>	
<b>Non-Compliant</b>	<b>Sanctions</b>
First Inspection	Warning
Second Inspection	1 Week Temporary Closure
Third Inspection	2 Weeks Temporary Closure
Fourth Inspection	1 Month Temporary Closure
Fifth and Succeeding Inspections	For evaluation of BDCMD

<b>Government Offices</b>	
<b>Non-Compliant</b>	<b>Sanctions</b>
First Infraction	Warning to Head of Office
Second Infraction	Admonition to Head of Office
Third Infraction	Written reprimand to Head of Office
Fourth and succeeding Infraction	As appropriate

Note:

1. Non-compliances of other government offices in NAIA will be forwarded to their respective head offices by the MIAA for appropriate actions.
2. The imposition of above sanctions is not connected with the granting and retention of the **Safety Seal Certification (SSC)** by the issuing authority.

#### **VIII. EXEMPTING PROVISIONS**

28. Nothing contained in this Circular shall be construed or interpreted as a modification substitution and / or repeal whether express or implied of the laws, rules and regulations of the National Government and/or Local Government Units, such as those imposed by the IATF, DOH and Cities of Pasay and Paranaque.
29. The MIAA management reserves the right to the introduced, revoke change or amend any provisions of this Circular with proper notice as deemed necessary.

#### **IX. REPEALING CLAUSE**

30. All MIAA orders, memoranda and instructions in conflict herewith is hereby repealed and/or amended accordingly.

#### **X. EFFECTIVITY**

31. This Circular shall take effect immediately upon signing hereof.

  
**EDDIE V. MONREAL**  
 General Manager



## Annex – MIAA COMPLIANCE CHECKLIST

<b>A- Office/Establishment</b>				
<b>Name:</b>			<b>Date:</b>	
No.	Particulars	Compliant		Remarks
		Yes	No	
1	Capacity on display per stall/store/other establishments			
2	Observance of the allowed capacity of stall/store/other establishment			
3	Observance of allowed capacity of training, receiving and conference rooms of offices			
4	Utilization of thermal scanners in all entrances of the office/establishment			
5	Availability of 70% antiseptics in all entrances of the office/establishment			
6	Availability of 70% antiseptics in hallways and other high foot traffic areas			
7	Orientation on COVID-19 awareness for all employees, management and service providers			
8	With functioning wash area (water, soap, alcohol for restaurants)			
9	Provision of chairs and appropriate barriers among clients or other individual			
10	Implementation of proper garbage disposal			
11	Deployment of sufficient number of health safety marshals			
12	Implementation of frequent disinfection			
13	Appropriate floor markings to impose social distancing			
14	Adequate information materials/medium for COVID-19			
15	Utilization of contact tracing system (electronic or paper and pencil)			
16	Availability of isolation booth			
17	Availability of health unit with complete PPE			
18	Not selling to persons not wearing facemask and/or face shield			

**B- PERSONNEL**

**Name:**

**Date:**

No.	Particulars	Compliant		Remarks
		Yes	No	
1	Wearing of face mask			
2	Wearing of face shield			
3	Observing social distancing			
4	No presence of minor			
5	No presence of unauthorized senior citizen			
6	No presence of goers with COVID-19 symptoms (fever, cough, colds, etc.)			
7	No spitting in public places			

Comments/Recommendations:

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Inspection Team:

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MANILA  
INTERNATIONAL  
AIRPORT  
AUTHORITY

MIA Road, NAIA Complex  
Pasay City, Philippines 1300

www.miaa.gov.ph  
(632) 8877-1109

## MEMORANDUM

S-ASE-21-0197

**TO :** THE OFFICER-IN-CHARGE  
General Services Division

**FROM :** THE ASSISTANT GENERAL MANAGER  
Security and Emergency Services

**SUBJECT :** REQUEST DISSEMINATION  
Re: MC on Procedures in Sustaining the Implementation of  
IATF Omnibus Guidelines on Health Protocols in MIAA  
Offices, Work Station, Public Places at NAIA Complex.

**DATE :** 14 APRIL 2021

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Referred to your Office for reproduction/distribution to all concerned is the attached Memorandum Circular on Procedures in Sustaining the Implementation of IATF Omnibus Guidelines on Health Protocols in MIAA Offices, Work Station, Public Places at NAIA Complex.

Further request return to this office one (1) copy of said Memo with MC number.

  
BGEN ROMEO L. LABADOR AFP(Ret), MNSA

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