



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

MAR 13 2020

MEMORANDUM CIRCULAR NO. 07

Series of 2020

SUBJECT : Guidelines for the Implementation of Skeletal Workforce for the Duration of Suspension of Work in the National Capital Region (NCR), effective March 15, 2020 to April 14, 2020

1. GENERAL

This Memorandum Circular is in compliance with the declaration of the President on the suspension of work in the executive sector of the NCR effective March 15, 2020 until April 14, 2020, upon recommendation of the Inter-Agency Task Force for the Management of Emerging Infectious Disease, per Resolution No. 11 dated 12 March 2020. Pursuant thereto, MIAA hereby adopts the formation of a skeletal workforce during the period of suspension with the intent of maintaining the unimpeded delivery of services to the public.

2. SCOPE AND COVERAGE

- 1) MIAA officers and employees under the corporate level who do not deploy support group at the Terminals shall be directed to report for work during the duration of suspension period as skeletal workforce.
- 2) LSERV contracted personnel.

3. EXEMPTIONS

Officers and employees under the Security, Emergency Services and Operations Bloc, including offices at the corporate level who deploy support group at the Terminals are not covered by this Circular and shall continue in full operations.

4. DIRECTIVE

To ensure continuity of operations for the duration of the community quarantine, Heads of office/department/division concerned are hereby directed to provide a schedule of personnel for the skeletal workforce to be submitted to the Personnel Division on or before March 14, 2020, 5:00 P.M.

5. PARTICULARS

In preparation of the skeletal workforce schedule, the following should be considered:

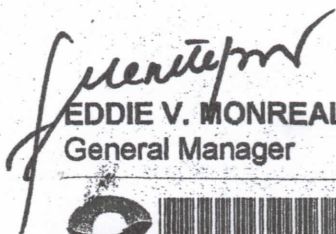
- 1) Name and permanent address of personnel are to be included;
- 2) Take note of the community quarantine declaration in preparing the schedule of personnel;
- 3) The schedule of personnel to observe the skeletal workforce under corporate office/s shall be on rotation basis;
- 4) Corporate Office/s shall ensure that Mondays to Fridays are manned and functioning;
- 5) Terminal OICs/Shift-In-Charge shall continue with their existing and submitted schedules;
- 6) Corporate Office/s assigned or with deployments at the Terminals shall continue with their existing and submitted schedules;
- 7) Temporary designation of at least three (3) alternate OICs for each office/s indicating that they shall be authorized to sign documents, among others, in behalf/absence of the Manager/OIC.
- 8) Temporary designation of at least two (2) alternate Section Heads for each office/s which shall be delegated to supervise in case of rotating schedule and authorized to affix initials for various transactions of their respective office.
- 9) Overtime during Saturdays and Sundays shall not be allowed unless extremely necessary;
- 10) Employees are enjoined to cooperate to keep everyone safe while continuing to serve our passengers and other airport users.

6. SUPERSEDING CLAUSE:

All MIAA circulars, memoranda and other publications in conflict herewith are hereby superseded or modified accordingly.

7. EFFECTIVITY

Effective immediately.


EDDIE V. MONREAL
General Manager

