

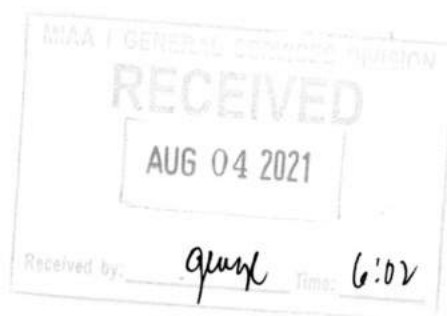


MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

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AUG 04 2021



MEMORANDUM

TO : ALL HEADS OF OFFICES / DEPARTMENTS / DIVISIONS

FROM : THE GENERAL MANAGER

SUBJECT : GUIDELINES ON THE DEPLOYMENT OF ALL MIAA OFFICIALS AND EMPLOYEES DURING THE ENHANCED COMMUNITY QUARANTINE [ECQ] (August 6 to 20, 2021)

In line with the recent implementation of the Enhanced Community Quarantine [ECQ] in the National Capital Region [NCR] on August 6 to 20, 2021 by the Office of the President, all offices/departments/divisions are hereby directed to observe the deployment of all its officials and employees including LSERV personnel for the period August 6 to 20, 2021, consistent with the ECQ protocols.

In view thereof and pursuant to Item 6, Section [2] Guidelines for Areas Placed Under Enhanced Community Quarantine of the IATF-EID Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments as of May 20, 2021 and IATF-EID Resolution No. 130-A, s. 2021 dated July 29, 2021, the following work schemes are recommended for organic and LSERV-managed employees to adhere to the required operational capacity while ensuring the continuous delivery of public service.

A. Corporate Offices

Personnel under corporate offices may observe the following work schemes:

1. Skeleton workforce

- A minimum number of officers and employees needed physically in the office to operate and deliver the required service.

2. Work from Home [WFH] arrangement

Provided that they have satisfied all the requirements for WFH under these issuances:

- CSC MC No. 10, s. 2020 dated May 7, 2020
- MIAA MC 10 s. 2020 dated March 27, 2020
- MIAA Memorandum dated May 19, 2020 re: Supplemental Guidelines for Alternative Work Arrangements [AWA]
- CSC MC No. 18, s. 2020 dated October 15, 2020

Reminder: The WFH Workplan must be duly approved by the immediate head/superior and submission of which is on or before August 04, 2021.

3. Four-day Workweek

- The four-day workweek for corporate offices shall be allowed with sliding flexible work schedule which shall start from 7:00 am to 9:00 am and end at 6:00 pm to 8:00 pm.

4. Combination of WFH and Four-day Workweek

Provided that the WFH arrangement shall only be for eight (8) hours per day.

B. Personnel deployed at the Terminals

1. Skeleton workforce

- A minimum number of officers and employees needed physically in the office to operate and deliver the required service.

2. WFH arrangement

- Provided that they have satisfied all the requirements under A.1 of this memorandum.

C. NAIA Terminal 4

In view of the temporary closure of NAIA Terminal 4, it is being recommended that all personnel deployed at Terminal 4 will observe the 8:00 am – 5:00 pm work schedule.

D. Heads of Offices/Departments/Divisions

Considering that MIAA is providing critical services to the public, all heads of offices/ departments/divisions are required to physically report for work all throughout the said period.

The schedule for August 6 to 20, 2021 on the deployment of personnel including WFH requests and workplan during the ECQ shall be submitted to the Personnel Division **on or before 5:00 PM on August 4, 2021. Submission beyond the specified date shall no longer be accepted/honored.**

For strict implementation and compliance.


EDDIE V. MONREAL

