



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

MEMORANDUM ORDER

No. 39

Series of 2021

Subject : **GUIDELINES ON THE UTILIZATION OF THE SHUTTLE SERVICE IN THE DEPARTMENT OF AGRICULTURE-OFFICE OF THE SECRETARY**

In the interest of continuity of public service and to help minimize the risks of possible contamination with the COVID-19 virus, the DA Employees Association (DAEA) requested to fast track the provision of transport to DA employees. The request is in line with Section No. 4 of the Civil Service Commission Memorandum Circular (CSC MC)) No. 10 Series of 2020.

Guided by the aforementioned Circular which states that *"The agency head shall ensure that all workers are afforded with reasonable transportation facilities and housing quarters shall be provided to employees assigned as skeleton workforce, whenever practicable, and subject to accounting and auditing rules and regulations"*, the undersigned granted the request for the provision of transportation thru the rental of shuttle service from June to December 2021.


In recognition of the importance and legal basis for the provision of transport to employees, the Department of Budget and Management (DBM) approved the procurement of the rental of shuttle services.

In consideration of the foregoing, these guidelines are issued for the efficient utilization of the shuttle service and to ensure compliance to the minimum health and safety protocols and precautionary measures against COVID-19 virus.

I. PROCEDURE AND PROTOCOL

A. Procedure in Identifying and Listing of Passengers

1. The DA-General Services Division (GSD) will enlist the DA-OSEC employees based on the first-to-enlist system, which will be done on a weekly basis;
2. DA employees that cannot be accommodated as a result of the first-to-enlist system will be included in the waitlisted passengers;
3. A dispatcher from the DA-GSD will be designated to manage the dispatch of the rented vehicles and the accommodation of the listed passengers;
4. A coordinator will be chosen among the passengers per vehicle/route;
5. Priority seats shall be given to the DA-OSEC employees who are senior citizens, with immunodeficiency, comorbidities, or other health risk, and pregnant women, and other DA-OSEC employees who are required to report on-site due to the nature of their jobs;


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6. Listed passengers who will fail to avail of the shuttle service for two (2) consecutive times without justifiable reason/s will be delisted and be moved at the end of the line/list; and
7. Listed passengers who will fail to avail of the shuttle service without prior notice for at least one (1) day from the schedule will be delisted and will be moved at the end of the line/list.

B. Health and Safety Protocols

1. Compliance with the applicable provisions of the Guidelines on Isolation for DA Employees during the COVID-19 Pandemic;
2. Passengers are required to download, maintain and use the Covid Tracking and Monitoring Application/covid-app.da.gov.ph;
3. The Health and Safety Coordinators (HSC) are tasked to monitor the Covid Tracking and Monitoring Application of passengers/staff under their respective offices to ensure that the declaration of health conditions of each passenger is submitted and monitored;
4. The Health Declaration Form (HDF) will be made available to all listed passengers and DA-OSEC employees prior to the schedule of the shuttle service;
5. Before riding the vehicle (bus/van):
 - a. Declaration of health condition either thru the following means:
 - i. covid-app.da.gov.ph or
 - ii. accomplished HDF that will be dropped in the designated drop box before entering the vehicle
 - b. Disinfection of both hands using 70% isopropyl alcohol or alcohol based hand sanitizers
 - c. Temperature checking/measurement. Persons with temperature reading of 37.8°C will not be allowed to ride the vehicle.
6. While inside the vehicle (bus/van):
 - a. Sit only on the designated seats to ensure social distancing;
 - b. First to be occupied are the seats at the back;
 - c. Avoid talking with other passengers;
 - d. Eating and drinking are not allowed;
 - e. Never remove the face mask;
 - f. Observe proper health etiquette when sneezing and coughing;
 - g. First to disembark are passengers seated at the front;
 - h. Passengers should remain seated while waiting to disembark to avoid or minimize close contact with each other;
 - i. Passengers must observe proper spacing and minimum health protocol at all times;
7. The list of employees/passengers who availed the shuttle service shall be submitted regularly to the Health and Safety Officer (HSO) of the DA for monitoring; and
8. To ensure the applicability of these guidelines and compliance to minimum health protocols, the HSO and GSD shall conduct regular monitoring and evaluation of the provision of the shuttle service.



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II. PENALTY CLAUSE

Appropriate administrative sanctions shall be meted out to the following:

1. Passengers who willfully conceal their health conditions;
2. Passengers who violate the government mandated minimum health protocols; and
3. Listed passengers who habitually fail to avail the shuttle service without justifiable reason/s.

This Order shall take effect immediately and shall remain in force until December 2021 or earlier when revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 23rd day of June 2021.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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