

MEMORANDUM CIRCULAR

TO : ALL CONCERNED

SUBJECT : BALANGA WATER DISTRICT IMPLEMENTING GUIDELINES
ON THE CORONA VIRUS DISEASE 2019


DATE : 17 March 2020

The Department of Health (DOH) has confirmed the local transmission of the Corona Virus Disease 2019 (COVID – 19). President Rodrigo Roa Duterte, through Presidential Proclamation Nos. 929 and 922 (s.2020), has declared a State of Public Health Emergency throughout the Philippines, and has imposed an Enhanced Community Quarantine and Stringent Social Distancing Measures over the entire Luzon, effective 12:00 AM of 17 March 2020, and expiring on 12:00 AM of 13 April 2020.

In view of the aforementioned, the following implementing guidelines have been issued by the Balanga Water District (BLWD) to assist all stakeholders in their preparedness to combat the spread of COVID-19. Observance of these guidelines is highly expected.


1. A strict home quarantine shall be observed by BLWD employees; movement shall be limited to accessing basic necessities; provision for food and essential health services shall be regulated.
2. A work from home arrangement shall be implemented effective 18 March 2020 until 12 April 2020, or whenever the Enhanced Community Quarantine over Luzon is lifted, whichever comes earlier. Should the Enhanced Community Quarantine persist after 12 April 2020, a new circular shall be released to provide the proper guidelines moving forward.

All personnel shall work under the work from home arrangement, except for the duly assigned skeletal work force. All personnel under the work from home arrangement shall be on standby and on call whenever their presence and service is required at the office.

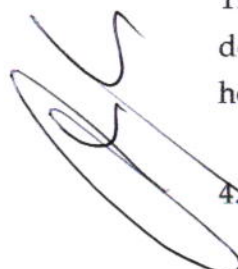


3. Skeletal work force shall be ensured in the following units with their corresponding purposes:


- a.) Commercial Department– To attend to telephone calls, inquiries, complaints, and requests for new service connections.
- b.) Maintenance Division– To install new connections and attend to maintenance works such as repair of leaks, and other maintenance works.
- c.) Production Division – To ensure 24/7 availability of water supply through the proper operation and maintenance of the pumping equipment, system flushing and mixing of chlorine in different pumping stations.
- d.) Administrative and Finance Department – To act on financial and administrative matters.



The personnel assigned as skeletal work force shall work on shifting schedule as determined by the management. This set up shall be in effect while the work from home arrangement is in place.



4. Office collection of payments shall be suspended during the period stated in paragraph 2 of this circular. Payments made through accredited collection agencies during the same period shall be honored.



5. Imposition of penalties shall be suspended during the period stated in paragraph 2 of this circular. Similarly, disconnections that are to be made during the period shall be deferred.

6. Requests for new connections shall still be accommodated given the submission of complete requirements.

7. On-going infrastructure projects of the BLWD shall be suspended effective immediately, and shall continue on 13 April 2020, or whenever the Enhanced Community Quarantine over Luzon is lifted, whichever comes earlier. Should the Enhanced Community Quarantine persist after 12 April 2020, a new circular shall be released to provide the proper guidelines moving forward.



For immediate implementation and strict compliance.