



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

MAR 25 2020

MEMORANDUM
No. 28, s. 2020

TO : ALL CONCERNED MEMBER-AGENCIES

**SUBJECT : LIMITATION OF NUMBER OF REPRESENTATIVES
RENDERING DUTY AT THE NDRRMOC**

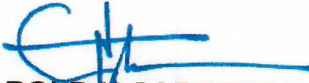
In view of the current situation on the COVID-19 pandemic, the Office of Civil Defense (OCD) is strictly implementing the "social distancing" policy at the NDRRM Operations Center.

Anent the above and in line with the efforts to deter further cases caused by this virus, all concerned member-agencies are hereby requested to send only one(1) representative from your office per tour of duty at NDRRM Operations Center.

Further, duty representatives are reminded to observe the following at all times:

1. One(1) meter distance when conversing or transacting business with other person(s).
2. Maintain same one(1) meter distance or at least one(1) chair apart at your sides when seated, especially at work stations in the Situation Room.
3. Observe cleanliness and proper hygiene within the premises of the NDRRM Operations Center. There are alcohol, sanitizers and hand dryers available for this purpose.
4. If you are not well, immediately excuse yourself from duty, inform your superiors and submit yourself for test and treatment.

For guidance and compliance.


DIRECTOR HAROLD N CABREROS
Operations Service *ch*