

**COVID-19 RELATED ISSUANCES  
DEPARTMENT OF TRADE AND INDUSTRY**

Issuance	Subject	Salient Points
<b>Department of Trade and Industry (DTI)</b>		
<b>Memorandum Circular No. 20-16 dated April 13, 2020</b>	Allowing other essential business	Manufacturing of pet food and hygiene products, such as shampoo and conditioner, is now allowed. Furthermore, delivery of pet food and hardware products is now permitted.
<b>Memorandum Circular No. 20-15 dated April 11, 2020</b>	Extension for operating hours for retail establishments during ECQ	All supermarkets, groceries, agri-fisheries stores, public markets, pharmaceutical and drugstores, and retailers of basic necessities and prime commodities, essential goods, and medical products are now allowed to operate upto a maximum of 12 hours.
<b>Memorandum Circular No. 20-14 dated April 11, 2020</b>	Ensuring enhanced operations for BPO companies and export enterprises throughout the Extended ECQ	<p>The following activities of BPO companies and their support service providers shall be allowed throughout the extended ECQ period:</p> <ul style="list-style-type: none"> <li>• Delivery, installation or transfer of necessary equipment to set-up work from home arrangement</li> <li>• Delivery, installation of telecommunication services by telcos</li> <li>• Delivery of logistical support and other support services necessary</li> </ul> <p>The export enterprises are allowed to enhance operations by deploying workers under an on-site or near-site accommodation or by providing shuttle services.</p>
<b>Memorandum Circular No. 20-12 dated April 4, 2020</b>	Guidelines on the concessions on residential rents and commercial rents Micro, Small and Medium Enterprises (MSMEs)	<p>A minimum of 30-day grace period, without interest, penalties, fees, and charges, shall be granted to:</p> <ul style="list-style-type: none"> <li>• Residential rents falling due within the ECQ</li> <li>• Commercial rents falling due upon Micro, Small and Medium Enterprises (MSME) that have temporarily ceased operations within the ECQ</li> </ul> <p>Where cumulative amount of rents falling due within ECQ, shall be equally amortized in the 6 months following the end of the ECQ, and shall be added to the rents due on those succeeding months without interest, penalties, fees, and charges.</p> <p>The lessors are not obliged to refund residential and commercial rents paid by lessees during the period of the ECQ. Nevertheless, the lessor shall grant a minimum of 30-day grace period from the next due date of the rents without interest, penalties, fees, and charges.</p>

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		<p>MSMEs shall signify to their lessors their request for assistance by providing supporting documents, such as financial statements and/or lease contracts. Lessors who shall refuse to provide the 30-day grace period shall be penalized with imprisonment for not less than 2 months or a fine not less than 10,000.00.</p>
<p><b>Memorandum Circular No. 20-11 dated March 31, 2020</b></p>	<p>Guidelines for additional business activities allowed to operate</p>	<p>DTI issues the following guidelines:</p> <ul style="list-style-type: none"> <li>• Operation of economic activities in the supply chain of food and essential products, such as production of raw and processed materials, packaging and distribution shall be allowed.</li> <li>• Establishments may operate at maximum of 50% of workforce; Operations for critical medical devices can be at full capacity</li> <li>• Increase in manpower requirement shall be subject to the strict implementation of social distancing</li> <li>• Businesses permitted to operate are encouraged to provide accommodation and shuttle services for workers</li> </ul>
<p><b>Memorandum Circular No. 20-10 dated March 31, 2020</b></p>	<p>Supplemental Anti-Hoarding and Anti-Panic Buying Directive</p>	<p>Limiting the quantity per transaction:</p> <ul style="list-style-type: none"> <li>• 4 containers or packs of disinfectant wipes or towelettes</li> <li>• 2 bundles of sachet/w boxes of detergent soap</li> <li>• 2 long bars of detergent soap</li> <li>• 4 tubes of toothpaste</li> <li>• 4 bottles of mouthwash</li> <li>• 10 cans of canned pork</li> <li>• 10 cans of canned beef</li> <li>• 4 bottles/packs of cooking oil</li> <li>• 2 bottles/packs of condiments</li> <li>• 6 packs of dried fish</li> </ul> <p>Buyer is excluded from coverage of Memorandum 20-07 and 20-10 if the purchase is made by a National Government Agency/Local Government Unit pursuant to a program to distribute basic grocery items to qualified beneficiaries, provided that the retailer shall still have sufficient stocks for the regular customers.</p>

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<b>Memorandum Circular No. 20-08 dated March 20, 2020</b>	Amending Memorandum Circular No. 20-06	Covered enterprises shall include: <ul style="list-style-type: none"> <li>• Logistics service providers</li> <li>• Hospitals and medical clinics</li> <li>• Food preparations and water refilling stations</li> <li>• Delivery services</li> <li>• Banks and capital markets</li> <li>• Power, energy, water, IT and telecommunication supplies and facilities, waste disposal services</li> </ul> For BPO companies, movement shall be extended to March 22, 2020.
<b>Memorandum Circular No. 20-07 dated March 19, 2020</b>	Anti-Hoarding and Anti-Panic Buying	Limiting the quantity per transaction: <ul style="list-style-type: none"> <li>• 2 pcs of alcohol, hand sanitizer, disinfecting liquids</li> <li>• 5 bars of bath soap</li> <li>• 10 rolls of toilet paper</li> <li>• 5 pcs face mask, instant noodles, canned goods, canned milk</li> <li>• 2 bundles of powdered milk, coffee</li> <li>• 10 small bottles of mineral water; 8 for medium; 5 for large; 2 for extra large</li> <li>• 4 packs of half loaf; 2 packs for whole loaf</li> </ul> Prices of basic necessities are automatically frozen at their prevailing price.
<b>Memorandum Circular 20-06 dated March 19, 2020</b>	Ensuring unhampered movement of cargo and transit of personnel of business establishments allowed to operate during enhanced community quarantine	Movement of the following shall be unhampered and shall not be delayed: <ul style="list-style-type: none"> <li>• Food manufacturing</li> <li>• Essential hygiene products manufacturing</li> <li>• Medicine and vitamins manufacturing</li> <li>• Medical products manufacturing</li> <li>• Retail establishments</li> <li>• Export and Business Process Outsourcing (BPO) companies</li> </ul> Covered enterprises shall operate a skeletal workforce, and shall be allowed entry in check points upon presentation of the following: (1) valid ID (2) proof of residence (3) certificate of employment.  For BPO companies shall be allowed to transfer necessary equipment to facilitate work-from-home and to make arrangements with hotels for lodging until end of March 20, 2020.

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<p><b>Memorandum Circular No. 20-04 dated March 15, 2020</b></p>	<p>Guidelines for the management of emerging infectious diseases on social distancing and business operations</p>	<ul style="list-style-type: none"> <li>• All manufacturing, retail and service establishments shall remain in operation during general community quarantine; all business establishments are restricted from mass gatherings</li> <li>• Limited mall operations – only to basic necessities</li> <li>• One month closure of other business operations – businesses offering leisure and entertainment</li> <li>• Social distancing measures for establishments engaged in retails – density of one person per square meter, directed to implement sanitary measures and regulate entry of people</li> <li>• Social distancing measures for non-retail business</li> <li>• Promotion of e-commerce – encouraged to strengthen internet retail or online commerce</li> <li>• All business are urged to prepare an infectious disease preparedness and response plan and to implement Basic Infection Prevention Measures.</li> </ul>