

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

Issuance	Subject	Salient Points
<b>Department of Trade and Industry (DTI)</b>		
<p><b>Memorandum Circular No. 20-21 dated May 4, 2020</b></p>	<p>Guidelines on the Operations of Malls and Shopping Centers in Areas Declared under General Community Quarantine (GCQ)</p>	<p>The mall and shopping center operators in GCQ areas shall establish and maintain the following measures:</p> <ol style="list-style-type: none"> <li>1. Strictly monitor foot traffic and enforcing safe distancing inside the shopping center by the following:               <ol style="list-style-type: none"> <li>a. Number of people inside the mall shall be limited (not more than 1 person per 2 sqm.); entry is limited to computed carrying capacity of establishment.</li> <li>b. The number of mall entrances may be reduced to manage foot traffic inside.</li> <li>c. Senior citizens, pregnant women, and persons with disabilities obtaining essential goods are allowed only one companion.</li> <li>d. Social distancing of people (1 meter apart) must be ensured.</li> <li>e. A personnel must be assigned to regulate foot traffic in high-density areas.</li> <li>f. The customers must stand on each and every other step of escalator to maintain distancing.</li> <li>g. Access to elevators shall be limited to senior citizens, pregnant women, PWDs and only to half of the original standard capacity.</li> <li>h. The seats available for waiting customers shall be marked or reduced.</li> <li>i. One-way flow to decongest and facilitate movement shall be created.</li> <li>j. Police visibility shall be increased.</li> </ol> </li> <li>2. Assign centralized pick-up location for stores with delivery/pick-up service;</li> <li>3. Regulate air conditioning to 26 degrees centigrade;</li> <li>4. Turn-off Wi-Fi for customers;</li> <li>5. Suspend conduct of sales events, marketing events, and other promotions which tend to attract large crowds;</li> <li>6. Implement other necessary measures</li> </ol>
<p><b>Joint Memorandum Circular No. 20-03 dated April 30, 2020</b></p>	<p>Guidelines on Implementation of Joint DOH-DTI-DA-DOJ-BOC Circular No. 001 on Seizure and Related Proceedings for Goods Necessary to Address Covid-19</p>	<p>The Memorandum Circular provides for guidelines to ensure that the seizure, inventory, and disposal of goods that have been the subject of relevant confiscation by Law Enforcement Authorities during the public health emergency is in order, uniformly applied, and properly recorded and accounted for by concerned officials and personnel.</p> <p>The confiscation and/or seizure of goods shall be done by the DOH-FDA, DTI or any of the</p>

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		<p>implementing agencies.</p> <p>The Memorandum Circular likewise provides for the procedure for the confiscation and/or seizure of the goods, its criteria for disposal, and modes and manner of disposal.</p>
<p><b>Memorandum Circular No. 20-20 dated April 27, 2020</b></p>	<p>Prescribing Guidelines on the Interruption of the Periods Related to Filing of Appeals before the Office of the Secretary and Suspension of Rendition of Judgments and Other Actions</p>	<p>The reglementary period for commencement of appeals, filing of pleadings, and all other papers shall be interrupted for the duration of the Enhanced Community Quarantine (ECQ). Parties are given 15 calendar days from lifting of ECQ to file their respective appeals, pleadings, and other papers.</p> <p>Likewise rendition of judgments, resolutions, and orders shall be suspended during the duration of ECQ.</p>
<p><b>Memorandum Circular No. 20-19 dated April 16, 2020</b></p>	<p>Grant of Grace Period to File Applications/Submit Reports and Moratorium on Monitoring and Enforcement</p>	<p>The following shall be given a period of 30 days from the lifting of ECQ within which to comply with required accreditation/licensing renewal, issuance of waiver and report submission:</p> <ol style="list-style-type: none"> <li>1. Holders of Seafreight Forwarding Accreditation</li> <li>2. Holders of Merchandise and Ship Broker's Certificate</li> <li>3. Applicants requesting for issuance of waiver for use of Philippine flag vessel for shipments</li> <li>4. Accredited seafreight forwarders whose 2020 First Quarter Cargo Statistics Reports are due on the 30<sup>th</sup> day after lapse of the quarter</li> </ol> <p>A moratorium on monitoring and enforcement on accreditation requirement compliance shall be implemented within the 30-day grace period.</p>
<p><b>Memorandum Circular No. 20-18 dated April 8, 2020</b></p>	<p>Guidelines on the Conduct of Remote Inspection and Sampling</p>	<p>The DTI provided for guidelines on the process on inspection and sampling in relation to import shipments of covered products. The inspection and sampling shall be made through video call with the inspector, in accordance with the procedure provided herein. There shall be an inspection report to be submitted to the Bureau of Philippine Standards (BPS) which shall contain the relevant documents, photos, and file copy of the vide of remote inspection and sampling.</p>
<p><b>Memorandum Circular No. 20-17 dated April 14, 2020</b></p>	<p>Extension of validity of the Philippine Standard (PS) Quality and/or Safety Certification Mark Licenses due to ECQ</p>	<p>The following guidelines shall be implemented:</p> <ol style="list-style-type: none"> <li>1. The validity of all PS licenses that will expire on May 31, 2020 shall be extended to July 31, 2020.</li> </ol>

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		<ol style="list-style-type: none"> <li>2. The applications for re-certification shall be submitted through BPS online system.</li> <li>3. All companies with expired PS but have not submitted application for re-certification is not entitled to extension.</li> <li>4. The BPS shall facilitate the re-certification audits once ECQ is lifted.</li> <li>5. During the extension period, the PS license holders shall consistently comply with the terms and conditions of their licenses.</li> </ol>
<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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<p><b>Memorandum Circular No. 20-08 dated March 20, 2020</b></p>	<p>Amending Memorandum Circular No. 20-06</p>	<p>Covered enterprises shall include:</p> <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> <p>For BPO companies, movement shall be extended to March 22, 2020.</p>
<p><b>Memorandum Circular No. 20-07 dated March 19, 2020</b></p>	<p>Anti-Hoarding and Anti-Panic Buying</p>	<p>Limiting the quantity per transaction:</p> <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> <p>Prices of basic necessities are automatically frozen at their prevailing price.</p>
<p><b>Memorandum Circular 20-06 dated March 19, 2020</b></p>	<p>Ensuring unhampered movement of cargo and transit of personnel of business establishments allowed to operate during enhanced community quarantine</p>	<p>Movement of the following shall be unhampered and shall not be delayed:</p> <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> <p>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.</p> <p>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.</p>

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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>