



MEMORANDUM ORDER NO. 22  
Series of 2020

TO : **DIRECTORS/OFFICERS-IN CHARGE(OICs)/COORDINATORS**  
Central and Regional Offices (ROs)

SUBJECT : **INTERIM GUIDELINES ON THE USE OF THE PRC VEHICLES  
AS SUPPLEMENTAL TRANSPORTATION SERVICE (STS)  
FOR THE DEPARTMENT OF HEALTH (DOH) HEALTHCARE  
PROFESSIONALS (HPs) DURING THE ENHANCED  
COMMUNITY QUARANTINE (ECQ) PERIOD AND PROVISION  
OF PRC DRIVERS FOR SAID PURPOSE**

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Pursuant to the Presidential declarations of a State of Public Health Emergency under Proclamation No. 922 (s.2020) and State of Calamity under Proclamation No. 929 (s.2020), throughout the Philippines, enjoining all government agencies to render full assistance to and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate disaster response aid and measures in a timely manner to eliminate the threat of Covid-19, and in relation to Republic Act (RA) No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010), which enjoins all government agencies and local government units (LGUs) to give top priority and take adequate and appropriate measures in the disaster risk reduction and management, the following interim guidelines are hereby promulgated:

1. All Regional Offices (ROs) shall, if applicable, provide the Regional Office of the Department of Health (DOH-RO) provision of PRC Service Vehicle to be used as Supplemental Transportation Service (STS) by concerned DOH Healthcare Professionals and Workers (HPW) during the period of the Enhanced or Strict Community Quarantine (ECQ) and shall likewise, if available, provide the services of a driver in addition to the free use of the PRC vehicles subject to the following rules;
  - a. The free use of the PRC vehicle and provision of driver shall be covered by an Agreement hereto attached as Annex A. The DOHRO shall be required to conform with the terms and conditions of the PRC prior to the commencement of the STS;
  - b. The Director/OIC of the Administrative Service in the Central Office and the Regional Directors/OICs/Coordinators in the ROs shall be authorized by the Commission as representative of PRC in entering into the Agreement with DOH-RO;

- c. The use of the PRC vehicle and the service of the designated PRC driver shall be limited only to the bringing of the DOH-RO HPWs to and from their place of residence and assigned place of work/duty and vice-versa;
  - d. Appropriate Accreditation and Travel Orders/Authorities shall be issued to the designated PRC driver for the covered trip schedules until the termination of the agreed service;
  - e. The Regional Directors/OICs/Coordinators shall ensure that service time shall be in consideration of the health and welfare of the designated PRC driver and shall not in any way exceed the normal eight hours of work or if any case, service time shall exceed the stipulated hours, the driver is afforded enough resting time in between and subject to the payment of overtime (OT) pay or Compensatory Time-Off (CTO), whichever is applicable;
  - f. The Regional Directors/OICs/Coordinators shall likewise ensure that the designated PRC driver is afforded the required protection and safety equipments and supplies as provided under the agreement, including the COVID-testing and hospitalization assistance, if necessary;
  - g. The Regional Directors/OICs/Coordinators shall be responsible in monitoring the engagement of the designated PRC driver and in coordinating with the counterpart DOH-RO officer in the implementation of the terms and conditions of the Agreement;
  - h. Only those PRC Drivers without existing medical issues shall be designated as STS drivers;
  - i. The designated PRC Drivers shall be paid the required Hazard Pay as provided under Administrative Order (AO) No. 26 (s.2020), the amount of which is equivalent to the number of days rendered under the STS computed in accordance with the formula provided under Sec.1 of said AO.
2. The designated PRC Driver, in rendering service with the DOH-RO, shall be required to:
- a. Observe the service time as stipulated in the Agreement with the DOH-RO and ensure that his communication lines (cellular phone) is open and reachable at all times during the service period;
  - b. Conduct daily vehicle check-up and ensure that the designated PRC vehicle is in good condition prior to use;
  - c. Ensure that only those health professionals listed by the DOH-RO shall be allowed to ride as passengers and that physical distancing

measures is strictly observed while in transit. The front passenger seat shall not be allowed to be occupied at all times;

- d. Log and record all his daily trips for submission to the Chief of the Finance and Administrative Division (FAD) for ROs, and to the Administrative Service (AS) in the Central Office.
- e. Drive safely in accordance with the proper driving skills and protocols, observing the existing traffic rules and regulations;
- f. Observe proper hygiene at all times while in service;
- g. Ensure that no other person or individual shall drive or operate the assigned PRC vehicle other than himself;
- h. Ensure that the PRC vehicle is properly sanitized prior to returning the same to the RO's designated official garage;

This Order shall take effect immediately.

For strict compliance.

Done in the City of Manila, this 23<sup>rd</sup> day of March 2020.



**TEOFILO S. PILANDO, JR.**  
Chairman

(DATE)

(REGIONAL DIRECTOR)  
Department of Health  
(address)

Dear Dir. \_\_\_\_\_:

In response to the Order of the President in Proclamation No. 922 (s.2020) and Proclamation No. 929 (s.2020), directing all government agencies to render full assistance and coordination and mobilize the necessary resources to undertake critical, urgent and appropriate response and measures in a timely manner to curtail and eliminate the Covid-19 threat, the Professional Regulation Commission (PRC), through its PRC Regional Office \_\_\_\_\_ (PRC-RO), manifests its intent to serve our frontline healthcare workers, by providing them transportation assistance that they need in the performance of their medical duties as frontliners.

PRC offers the free use of its PRC-RO vehicles to the Department of Health Regional Office\_\_\_\_ (DOH-RO), for use of the frontline Healthcare Professional and Workers (HPWs) within its regional jurisdiction, including the provision of a PRC-RO Driver to operate said vehicle, under a Supplemental Transportation Service (STS) Agreement.

Should the DOH-RO accept the offered STS, the implementation of the Agreement shall be subject to the following terms and conditions:

1. The DOH-RO shall assist the PRC-RO in securing the necessary and appropriate quarantine pass and recognition in check points from the Local Government Unit (LGU) and the Philippine National Police (PNP).
2. The DOH-RO shall provide the necessary and appropriate Personal Protective Equipment (PPE) to the PRC designated driver while in service of transporting its HPWs.
3. The DOH-RO shall provide the PRC-RO the complete list of its HPWs who will be served by the PRC STS. Only those authorized as reflected in the said list shall be transported by the PRC-RO driver.
4. The DOH-RO shall provide the necessary food provision and sanitary supplies or disinfectants to the PRC designated driver;
5. The PRC-RO vehicle to be deployed shall be exclusively used for the transportation of DOH-RO key frontline healthcare workers from 8:00AM to 5:00PM or as maybe determined by the DOH-RO in accordance with the HPWs schedule, but in no case shall it exceed the regular eight-hour working time. In emergency cases however, such when there is a need to perform necessary service beyond the stated period, prior advice/notice to the PRC-RO designated personnel shall be given by the DOH-RO.
6. The PRC-RO shall shoulder the cost of gasoline expense, and other expenses that may arise from the normal wear and tear of the service vehicle including the payment of hazard pay as provided under Administrative Order No. 26.

7. The DOH-RO shall ensure that all travels of the PRC-RO vehicle shall only be within the territorial jurisdiction of herein both Regional Offices and that the necessary daily sanitation and disinfection of the PRC-RO vehicle is done prior the return of said vehicle to PRC-RO.
8. In case the PRC Driver exhibits any of the Covid-19 symptoms, the service agreement shall: 1) be suspended, until a new PRC-RO driver is designated, or 2) be terminated, in case of unavailability of PRC-RO driver. Further, DOH-RO shall subject said PRC-RO driver for COVID-19 testing and shall extend medical and hospitalization assistance if necessary.
9. The transportation service as herein agreed upon shall be terminated upon the lifting of the Enhanced or Strict Quarantine Period by the concerned LGU or at earlier period as may be determined by the PRC upon prior notice to PRC-RO.

PRC recognizes the heroic and indispensable services that our medical and health professionals have been tirelessly providing as frontliners and responders during this health crisis and thus, PRC will continue to support the government's endeavor in combating the virus.

Your signature below shall be considered as your acceptance to the offer and as an affirmation to the terms and conditions stipulated herein.

Truly yours,

(PRC REGIONAL DIRECTOR/OIC/COORDINATOR)

CONFORME:

(DOH Regional Director)