



Republic of the Philippines
House of Representatives
Quezon City, Metro Manila

Atty. Jocelia Bighani C. Sipin
Secretary General

MEMORANDUM

FOR : ALL CONCERNED
SUBJECT : ADDITIONAL GUIDELINES ON HREP OPERATIONS AMID COVID-19
DATE : 14 October 2020

To ensure strict compliance with our health and safety protocols, everyone is enjoined to observe the following:

1. All offices should have designated Health and Safety Officers (HSOs) who shall act as clearing officers for employees who shall enter the HRep premises. As such, the HSOs shall electronically submit the names of pre-screened employees to the Office of the Sergeant-at-Arms (OSAA) or the Legislative Security Bureau (LSB). They, in turn, shall submit these names to the entry guards on duty.

Only those individuals whose names have been submitted to the entry guards shall be allowed to enter the HRep premises.

2. All persons who enter the HRep premises are required to submit their duly-accomplished Health Declaration Forms (HDF) to their respective HSOs. (The HDF may be downloaded from congress.gov.ph.)
3. All offices are responsible for requiring their guests to accomplish the HDFs for submission at the gate.
4. All persons, including employees and guests, who enter the Plenary Hall shall be required to undergo an Antigen test a day before attending the plenary session.

Guests from other national agencies and offices, and other visitors who have official business at the Plenary Hall should also submit their Antigen test results taken within 24 hours prior to entering the Plenary Hall.

Guards on duty at the Plenary Hall shall ensure compliance of these guidelines.

5. Guards at the gate are reminded to take the temperature of all persons entering the premises. They shall ensure that only those House Members and employees who have been pre-screened by the HSOs, and guests who have submitted their HDFs and are compliant with our health protocols are allowed to enter the premises.

Thank you for your cooperation.

J. Bighani C. Sipin
