

Notice to the Public

GCQ ADVISORY for August 19, 2020 until further notice

As Metro Manila is under General Community Quarantine (GCQ), the Philippine Reclamation Authority is adopting **Alternative Work Arrangements** pursuant to Civil Service Commission Memorandum Circular No. 10, series of 2020. In this regard, a **skeleton workforce** is operating within PRA office premises while the rest of the personnel are **working from their respective homes**.

Hence, the PRA highly encourages its stakeholders to **transact by sending an e-mail to info@pea.gov.ph** and/or to the e-mail address of your contact person. The PRA also encourages online meetings via Microsoft Teams or Zoom. You may also call **02-8459-5000** from 8:00am to 5:00pm, Monday to Friday.

Please bear with us as we place paramount importance on the health and safety of everyone.

For stakeholders with urgent concerns and transactions that can neither be done online nor over the phone, please be informed that the Legaspi Towers 200 Building Administration is implementing a **“NO FACE SHIELD, NO FACE MASK, NO ENTRY”** policy. Further, **document couriers and messengers can only be accommodated at the building lobby**.

For transmittal of documents, kindly e-mail or call us to confirm if e-mailing the documents would suffice. If not, please **enclose the documents in a plastic envelope** for easy disinfection. Bulky documents must be placed in closed plastic containers. The papers shall then undergo UV light disinfection upon delivery to PRA office. Upon arrival at the building, please submit to the COVID-19 screening procedures of Legaspi Towers 200 Building Administration and inform the lobby guard that you are delivering documents for PRA. The guard shall then call the PRA Records Office and a PRA records personnel shall proceed to the lobby and personally receive your documents. Please wait for the PRA personnel and do not leave the documents to the lobby guard.

For transactions that traditionally require physical presence at the PRA office, please e-mail or call us to explore alternative means (usually online alternatives) to conduct the transaction. In case of urgency and physical presence is inevitable, the **guest shall undergo PRA’s COVID-19 screening process** outlined as follows:

