



MEMORANDUM

TO : THE HONORABLE MEMBERS OF THE CITY COUNCIL
OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD
QUEZON CITY ANTI-DRUG ABUSE ADVISORY COUNCIL (QCADAAC)
OPERATIONS DEPARTMENT – OVM
TRICYCLE FRANCHISING BOARD (TFB)
PEOPLES LAW ENFORCEMENT BOARD (PLEB)

FROM : HON. GIAN G. SOTTO
Vice Mayor

SUBJECT : AS STATED

DATE : 09 March 2020



By reason of the recent Coronavirus disease (COVID – 19) outbreak, everyone is encouraged to observe the following precautionary measures to prevent its spread in the workplace:


- All solicitations must be made at the receiving area of the first floor of the Legislative building.
- Discourage guests from loitering at the hallways.
- Refrain from facilitating events involving large groups.
- Ensure that alcohol and/or hand sanitizers are available at all times in your respective offices.
- Remind employees to stay at home if they are feeling sick or unwell.

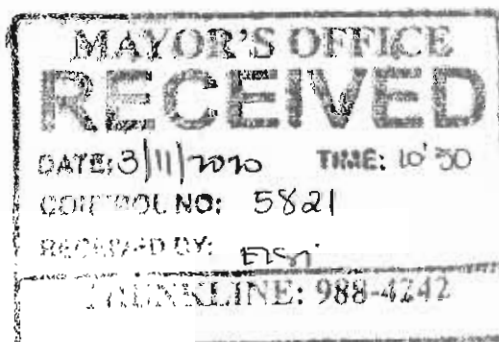
Everyone is advised to exercise their discretion in prioritizing the health of their employees and constituents in the holding of events and receiving of guests.

With our country in a state of public health emergency, we must remain calm, be informed, and ensure that precautionary measures are diligently observed. While COVID-19 is highly contagious, it is certainly not unbeatable as long as we are united in fighting it.

Be safe, Quezon City!

For your information and appropriate action.

CC:

Office of the City Mayor
Office of the City Administrator
General Services Department
City Health Department



"Commit thy works unto the LORD, and thy thoughts shall be established"
Proverbs 16:3