



OFFICE ORDER NO. 062-2020-A

MARCH 16, 2020

WHEREAS, in the light of the Enhanced Community Quarantine in NCR and Declaration of Calamity Emergency of the City Mayor's Office of the entire San Juan City, suspending public transportation in the entire Region and City, respectively; and

WHEREAS, as per DOH record, the highest number of inflicted persons are from San Juan City; and

WHEREAS, Greenhills Shopping Complex, where the Manila Executive Office and Greenhills SJC Branch are situated, has been declared closed due to findings that most of the first inflicted persons had history of visiting the Complex.

WHEREAS, AAIIBP issued Office Order No. 06-2020 to protect its Personnel and the Clients from the threat of the quick widespread of the Corona Virus (Covid 19).

WHEREFORE, the following are hereby directed;

1. Executive Office and Greenhills San Juan Branch shall ensure that bank premises are disinfected and sanitized;
2. Work at the Executive Office at Greenhills SJC in San Juan City is suspended until further advise and, thereby, shall be working at home and communications among personnel shall be via email, by calls or by sending text messages, and by other mode of communication that will ensure expediency;
3. Branch Operation of Greenhills SJC shall be suspended until further advise; and
4. Any personnel who should need to go to the Executive Office for the purpose of submission reports may go to the Office to coordinate with the Branch Manager and shall logged-in or document their presence at the Bank without prejudice to health advisory or guidelines of the Bank.

For immediate compliance and dissemination

ATTY. IMELDA TARHATA F. MACARAMBON
Chief Operating Officer