



**OFFICE ORDER NO. 062-2020-D**

24 March 2020

WHEREAS, Inter-Agency Task Force for the Management of Emerging Infectious Disease (ITF-EID), Resolution No. II, Series of 2020, dated March 12, 2020, placing entire of NCR under Community Quarantine resulting in the issuance of Office Order No. 062-2020, dated March 13, 2020, in compliance with Government directives, instructions and orders on quelling the widespread of corona virus or COVID-19;

WHEREAS, Proclamation No. 929, dated March 16, 2020, issued by President Rodrigo R. Duterte, Declaring a State of Calamity throughout the Philippines due to Corona Virus Disease 2019, resulting in the issuance of Office Order No. 062-2020-C for creation of Amanah Action Force on COVID 9 and shortening of working and banking hours of the 9 Branches;

WHEREAS, immediately after issuance of Office Order No. 062-2020-C, all Local Government Units of the places where the Branches are situated have issued their respective directives pursuant to Proclamation No. 292, dated march 16, 2020, resulting in strict enforcement of community quarantine by implementing curfew hours within their respective areas of concern;

WHEREFORE, Items Nos. 5, 6, and 8 of Office Order No. 062-2020-B are hereby amended, supplanted and superseded, to wit:

1. All Branches shall, in order to decongest the bank and to strictly observe social distancing, in-place a skeletal force of not more than three (3) personnel in a day, exclusive of the security guards and 1 utility personnel, to perform bank operation, to maintain social distancing and all other personnel who shall be working at home shall continue to provide support via the aforesaid communication devices;
2. All Branches shall observe three (3) banking days, except for Branches in Cities of Marawi and Cotabato which shall observe a one (1) week banking hours;
3. All Branches that are required to observe three (3) banking days and open their respective Branch on Mondays, Wednesdays and Fridays, except for Greenhills SJC which shall open on Tuesdays, Thursdays and Fridays;
4. All Branches with three (3) banking days shall observe banking hours from 10:00AM-2:00PM and working hours from 9:30AM – 2:30PM;
5. Cotabato City and Marawi City Branches, considering the bulk of their deposits and transactions, shall observe the regular five (5) banking days with banking hours from 9:00 AM to 12:00PM noon and working hours at 8:30AM-12:30PM; and
6. All Branches shall display or post their schedule of banking days and hours at the conspicuous place or space within the view of the clients;

7. IT shall encapsulate and post the aforesaid banking days and hours in the Official Website of the Bank and, likewise this shall Order shall be posted in the Amanah Action Force on COVID-19 at the said website;
8. This office Order shall be deemed immediately effective today, March 24, 2020, Tuesday and shall continue to be enforced until further directives; and
9. Any violation hereof and all directives and issuances concerning the Amanah Action Force on COVID-19 shall be dealt with appropriate administrative offense.

For immediate dissemination and strict compliance.

A handwritten signature in blue ink, consisting of a large, stylized initial 'I' followed by a horizontal line and a small flourish.

**ATTY. IMELDA TARHATA F. MACARAMBON**  
Chief Operating Officer