

OFFICE ORDER NO. 062-2020-E

29 April 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;

WHEREAS, on April 24, 2020, Office of the President lifted of the nationwide Enhanced Community Quarantine, except for the National Capital Region and in some selected provinces, cities and municipalities, one of which is Davao City, lifted the Enhanced Community Quarantine and lowering the measure to Modified Community or General Community Quarantine as per LGU's directives in affected areas;

WHEREFORE, the following measures shall be strictly observed not later than 04 May 2020:

1. All Branches in Cities or Provinces, where the Modified or General Community Quarantine (MCQ or GCQ) is observed as per their respective LGU Ordinance or Issuance, shall resume five (5) banking days a week but Banking Hours shall be from 9:00 AM to 2:30PM and Working Hours shall be 8:30AM to 3:30PM, until the MCQ or GCQ is lifted;
2. All Branches in Cities or Provinces, particularly on areas which was cited in the latest directives of the President as in the case of NCR and Davao City, shall continue observing Enhanced Community Quarantine (ECQ) up to May 15, 2020, the Branches therein shall continue observing the three (3) banking days on same banking and working hours as per OFFICE ORDER NO. 062-2020-D;
3. Marawi and Cotabato Branches shall adjust their banking and working hours as soon as their ECQ is eased to GCQ;

4. All Branches that are observing ECQ, GCQ or MCQ shall continue implementing the social distancing and the wearing of mask and other protective implements within the premises of their respective Branches;
5. For this purpose, all Heads of Branches shall ensure that he/she is apprised with developments or announcements on COVID-19 prevention measures of LGUs of the place where their respective branches are situated;
6. Heads of Branches concerned shall issue Branch Order for implementation of any of the foregoing, as the case may be, not later than April 30, 2019, copy furnish thereof Chairman & CEO, Chief Operating Officer, Heads of BBSD, Operation, IT, Treasury, AcFin, HRD, Risk and Compliance;
7. Heads of Branches in Cities or Provinces which lifted their respective MCQs, ECQs or GCQs shall issue Branch Operation for immediate resumption of operation as per Operational Policy of the Bank, copy furnished thereof the Chairman & CEO, Chief Operating Officer, Heads of BBSD, Operation, IT, Treasury, AcFin, HRD, Risk and Compliance; and
8. Except those that are inconsistent in any of the foregoing, all previous Orders in connection with Amanah Action Force on Covid19 shall continue until the all MCQs, GCQs and ECQs are fully lifted.

For immediate dissemination and strict compliance.



IMELDA TARHATA F. MACARAMBON
Chief Operating Officer/Legal Counsel

OFFICE ORDER NO. 062-2020-A

20 March 2020

WHEREAS, Inter-Agency Task Force for the Management of Emerging Infectious Disease (ITF-EID), Resolutions No. II, Series of 2020, dated March 12, 2020, placing entire of NCR under Community Quarantine;

WHEREAS, AAIIBP issued Office Order No. 062-2020, dated March 13, 2020, in compliance with Government directives, instructions and orders on quelling the widespread of corona virus otherwise known as the COVID 19 as part of the Bank's Policy during the crises period; and

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;

WHEREFORE, supplemental to Office Order No. 062-2020, all executive officers, department, division and branch heads are hereby directed to strictly observe the following directives:

1. All personnel in the Office of the Chief Executive Officer, Chief Operating Officer, Departments, Divisions and Units shall be working at home, except the Heads and his/her authorized personnel who may from time to time need to go to their office for submission of reports to regulators and other urgent matters that could only be addressed at their respective offices;
2. All communications within the aforesaid Offices, including the Branches, shall be transmitted through emails, through Hangouts application using their official email addresses, SMS or calls, private message over messenger application and other communication device that shall ensure efficiency and expediency;
3. IT Department shall create a window on the AAIIBP's official website entitled *Amanah Action Force on COVID-19*, containing therein all AAIIBP issuances, supplemental orders and subsequent directives pertinent to the matter at hand;
4. IT Department shall provide under such window official mobile phone numbers of all Branch Heads and emergency phone lines of their respective Branch (mobile or landline) and the official email address of said Branches;
5. All Branches shall 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;
6. All Branches shall observe Working Hours from 9:00 AM to 3:30PM subject to the directives of the LGU where the Branch is situated; and

7. All Branches shall observe Banking Hours from 9:30 AM- 3:30PM subject to the directives of the LGU where the Branch is situated.

For strict compliance and immediate dissemination.

IMELDA TARHATA F. MACARAMBON
Chief Operating Officer/Legal Counsel

OFFICE ORDER NO. 062-2020-C
20 March 2020

Pursuant to Office Order No. 062-2020, dated March 13, 2020, and Office Order No. 062-2020-A, the attached template of the Daily Accomplishment Report (DAR) of those who will be working at home (Annex “A”) is hereby attached for compliance, as follows:

1. All Branches shall 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 Working Hours from 9:00 AM to 3:30PM subject to the directives of the LGU where the Branch is situated; and
 3. All Branches shall observe Banking Hours from 9:30 AM- 3:30PM subject to the directives of the LGU where the Branch is situated.
1. Except to Heads of Departments, Divisions and Branches, all personnel, including those hired under a contract of service, shall submit their accomplished DAR to their respective immediate supervisor;
 2. All personnel shall furnish HR a copy of their accomplished DAR for purposes of recording; and
 3. HR shall make all submitted DAR available to the Head of the Operation and COO.

For strict compliance and immediate dissemination.

IMELDA TARHATA F. MACARAMBON
Chief Operating Officer/Legal Counsel

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:

9. 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;
10. 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;
11. All Branches that are required to observe three (3) banking days shall open their respective Branch on Mondays, Wednesdays and Fridays, except for Greenhills SJC shall be open on Tuesdays, Thursdays and Fridays;
12. All Branches with three (3) banking days shall observe banking hours from 10:00AM-2:00PM and working hours from 9:30AM – 2:30PM;
13. Cotabato and Marawi Branches, considering the bulk of their deposits and transactions, shall observe a the regular five banking days with banking hours from 9:00 AM to 12noon and working hours at 8:30AM-1:00PM; and
14. 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;
15. All of the foregoing shall continue until further directives;

16. 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;
17. This office Order shall be deemed immediately effective today. March 24, 2020, Tuesday; and
18. 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.

IMELDA TARHATA F. MACARAMBON
Chief Operating Officer/Legal Counsel