

DELIVERY, MOBILIZATION AND DEMOBILIZATION INSTRUCTIONS

CEBU	PANAY
<p>Plant entry during delivery of goods/services to plant site will require submission valid Barangay Certificate of Non-PUI (Person Under Investigation)/Non-PUM (Person Under Monitoring) and/or Health Clearance whichever is available. Such certification should be valid or within 14 days before day of travel, delivery or mobilization. This applies to supplier delivery personnel, courier and forwarder. No supplier/service provider shall be allowed entry without presenting above requirements.</p>	
<p><u>Due to the increasing of COVID 19 cases and for the protection of our personnel, suppliers, contractors/ service providers</u>, you are required to bring the following updated requirements upon entry at CEDC/TPC gate 1:</p> <p>1.1 Delivery of supplies/equipment (1-day activity)</p> <p>Barangay Certificate indicating that he/she is not listed as PUI/PUM and has not manifested any COVID like symptoms for the last 14 days prior to entry at the plant</p> <p>1.2 Contractor and/or service providers with activity inside the plant site (1 day or more) with exposure/ interaction with employees</p> <p>Barangay Certificate indicating that he/she is not listed as PUI/PUM and has not any COVID like symptoms for manifested the last 14 days prior to entry at the plant RT-PCR or Rapid Antigen test results if <u>within Cebu Province</u> or RT-PCR test results for the last 72 hours or 3 days if <u>outside Cebu Province</u></p> <p align="center">NEGATIVE RT PCR/RAPID ANTIGEN</p>	<p>Authorized Persons Outside Residence (APOR) coming from outside of Western Visayas who will stay for more than 24 hours in Iloilo re required to present a negative RT PCR result.</p>
<p>Supplier representative or forwarder shall observe proper wearing of COVID PPEs such as Safety Shoes, Face Mask and Face Shield (Note: proper attire no short pants).</p>	
<p>NO BASIC PPE” No Entry Policy (PPE Zone Area)</p> <p>Deliveries to warehouse by supplier personnel or through 3rd party forwarders must comply to the appropriate wearing of basic PPEs (Hard Hat, Safety Shoes and Safety Goggles) upon entry of Gate 2 or 3 PPE Zone Area.</p>	
<p>We highly encourage using Company Sticker/Name & Logo on your Service Vehicle during delivery to fast track recognition and entry at Gate 1.</p>	
<p>Warehouse Delivery Window Time (Monday – Thursday 7:30AM - 4:00PM - EXCEPT THOSE PRE-ARRANGED REQUIRED DELIVERIES BY MMD AND END USER. / Friday 7:30AM - 2:30PM- EXCEPT THOSE PRE-ARRANGED REQUIRED DELIVERIES BY MMD AND END USER.) shall be followed, except those pre-arranged required deliveries by MMD and End User.</p> <p>Partial deliveries are only allowed to Blanket POs and when required by MMD and End User.</p>	<p>24/7 window time for all deliveries</p>
<p>All required documents i.e PO copy and Original DR must be presented or attached to the cargo for our warehouse copy and reference.</p>	
<p>To ensure safety and security of cargo, please follow the policy on “NO PROPER PACKAGING AND MARKINGS” No Acceptance of Cargo Deliveries. Cargo must be labelled with complete recipient’s address and PO reference. GBPC/CEDC/TPC/PPC/PEDC/GBH will not not liable for any damages of the cargo caused by improper handling and packaging.</p>	

To ensure safety compliance, Supplier/Contractor inside TPC/CEDC/PPC/PEDC/GBH vicinity shall comply to the Joint Memorandum Circular No. 20-04 Series of 2020 - **DTI AND DOLE SUPPLEMENTAL GUIDELINES ON WORKPLACE PREVENTION AND CONTROL OF COVID-19.**

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Mandatory ESH Orientation are conducted on Mondays and Fridays only, except on other days required by MMD and End Users. Please fill up the Orientation Form provided and submit the following requirements.

- **NBI**
- **DRUG TEST**
- **MEDICAL CERTIFICATE**

Mandatory ESH Orientation are pre-arrange prior to mobilization. Contractor to inform MMD of the tentative date of mobilization, MMD then inform the ESH team. ESH team will provide the list of documents prior the date of orientation.