Notice to the Public

GCQ ADVISORY
for August 19, 2020 until further notice

As Metro Manila is under General Community Quarantine (GCQ), the Philippine Reclamation Authority is adopting Alternative Work Arrangements pursuant to Civil Service Commission Memorandum Circular No. 10, series of 2020. In this regard, a skeleton workforce is operating within PRA office premises while the rest of the personnel are working from their respective homes.

Hence, the PRA highly encourages its stakeholders to transact by sending an e-mail to info@pea.gov.ph and/or to the e-mail address of your contact person. The PRA also encourages online meetings via Microsoft Teams or Zoom. You may also call 02-8459-5000 from 8:00am to 5:00pm, Monday to Friday.

Please bear with us as we place paramount importance on the health and safety of everyone.

For stakeholders with urgent concerns and transactions that can neither be done online nor over the phone, please be informed that the Legaspi Towers 200 Building Administration is implementing a “NO FACE SHIELD, NO FACE MASK, NO ENTRY” policy. Further, document couriers and messengers can only be accommodated at the building lobby.

For transmittal of documents, kindly e-mail or call us to confirm if e-mailing the documents would suffice. If not, please enclose the documents in a plastic envelope for easy disinfection. Bulky documents must be placed in closed plastic containers. The papers shall then undergo UV light disinfection upon delivery to PRA office. Upon arrival at the building, please submit to the COVID-19 screening procedures of Legaspi Towers 200 Building Administration and inform the lobby guard that you are delivering documents for PRA. The guard shall then call the PRA Records Office and a PRA records personnel shall proceed to the lobby and personally receive your documents. Please wait for the PRA personnel and do not leave the documents to the lobby guard.

For transactions that traditionally require physical presence at the PRA office, please e-mail or call us to explore alternative means (usually online alternatives) to conduct the transaction. In case of urgency and physical presence is inevitable, the guest shall undergo PRA’s COVID-19 screening process outlined as follows:
START

Go through the ingress disinfectant facility at 5th floor of LT 200:
- Hand sanitation
- Foot bath

Go through thermal scanning.

Is the temperature 37.5°C or below?

Proceed to the isolation area and wait for 5 minutes.

With the assistance of the assigned nurse, call a telemedicine facility for consultation.

Does the guest prefer assistance on telemedicine consultation?

Guest cannot proceed to PRA premises.

Turn-over documents for sanitation.

Does the guest have documents to be submitted or turned-over to PRA?

Does the form show indication of COVID-19 contraction?

Proceed to 7th floor, present health passport to the security guard, and receive directions/assistance.

End

Keep wearing face mask and face shield. Observe physical distancing.