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MAR 12 2021

MEMORANDUM CIRCULAR

No. 2021 - 04

SUBJECT: ADDENDUM TO MEMORANDUM CIRCULAR NO. 2020-11 DATED 04 DECEMBER 2020 ENTITLED "GUIDELINES ON AVAILING SARS-CoV-2 SCREENING TEST FOR OFFICIAL TRAVEL OF DENR OFFICIALS AND EMPLOYEES"

Memorandum Circular No. 2020-11 dated 04 December 2020 entitled "Guidelines on Availing SARS-CoV-2 Screening Test for Official Travel of DENR Officials and Employees" is hereby amended to include officials and employees who are symptomatic and considered close contacts of a confirmed COVID-19 case in the DENR Central Office regardless of status of appointment.

The DENR Contact Tracing Medical Doctors created through Memorandum Circular No. 2020-10 dated 16 October 2020 shall be responsible for the assessment, identification, and referral of DENR officials and employees to be subjected to SARS-CoV-2 Screening Test to any Department of Health (DOH) Accredited Laboratory. While the Human Resource Development Service-Health and Wellness Unit shall be responsible for the endorsement of the tested person to the Financial and Management Service. Copy of the test results shall be forwarded to the DENR CTT.

The cost of the test should not exceed the prescribed price range for COVID-19 Reverse Transcription Polymerase Reaction (RT-PCR) Test pursuant to the Department of Health under DOH Circular 2020-0391 dated November 27, 2020 (see Annex A). The Official Receipt for the SARS-CoV-2 Screening Test shall be turned over to the DENR-Health and Wellness Focal Person for the liquidation purposes of the cash advance.

All expenses to be incurred relating to SARS-CoV-2 Screening Test shall be chargeable to DENR Health and Wellness funds subject to the usual accounting and auditing rules and regulations.

All other provisions stipulated in Memorandum No. 2020-11 dated 04 December 2020, not affected by this amendment shall remain in effect.

FOR STRICT COMPLIANCE.

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs

