



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU

North Avenue, Diliman, Quezon City, Philippines
Tel. No. (+63 2) 928-8642 / 928-8937 Fax No. (+63 2) 920-1635 E-mail: central@mgb.gov.ph

MEMORANDUM ORDER

No. 2020 - 006

JUN 05 2020

SUBJECT: GUIDELINES/PROTOCOLS FOR THE OPERATION OF THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE LIBRARY DURING THE GENERAL COMMUNITY QUARANTINE OR NEW NORMAL

In the interest of service and to ensure that the effects of the COVID-19 pandemic is controlled within the premises of the Mines and Geosciences Bureau (MGB) Central Office (CO) Library during the General Community Quarantine or "New Normal", the following guidelines/protocols are to be implemented:

- A. To minimize spreading of COVID-19 virus within MGB premises, the Mineral Economics, Information and Publication Division of MGB, shall prepare and post the advisory, through MGB website or social media platform, informing and encouraging visitors and researchers that their request on data available in MGB-CO Library can be coursed through telephone and/or email.
- B. The information counter of MGB-CO Library must be covered with plastic or any transparent barrier between the Library staff and visitor. The MGB CO Library must be regularly cleaned and disinfected in the morning and afternoon. An alcohol/sanitizer must be readily available at the information counter.
- C. A maximum of four (4) walk-in visitors are allowed doing research and other activities inside the MGB CO Library. Wearing of mask and physical distancing must be observed inside the Library. A walk-in visitor/researcher must stay in waiting area in MGB Lobby if the maximum number of walk-in visitors/researchers inside MGB CO Library are met.
- D. A Contact Tracing Form must be provided by the Library staff and filled up by the visitor/researcher. The said form must be surrendered to the Guard at the Lobby or at the Main Gate prior leaving the MGB CO premises.
- E. If the researcher requested to have a copy of the library material (in hard or soft copy) for a fee, the Library staff will prepare three (3) copies of Order of Payment. The visitor will go to the Cashier counter after receiving the signed copy of Order of Payment and pay the required fee. The Library staff will provide the library material after receiving one copy of Order of Payment.

This Guidelines/Protocols shall take effect immediately and may be lifted, modified or superseded by later guideline.


ATTY. WILFREDO G. MONCANO
Acting Director



6/5/2020 Memorandum Order 4:00 PM

**"MINING SHALL BE PRO-PEOPLE AND PRO-ENVIRONMENT
IN SUSTAINING WEALTH CREATION AND IMPROVED QUALITY OF LIFE."**