

CMP CORPORATE CIRCULAR No. 20-054

29 May 2020
Series of 2020

TO : ALL SHFC CONTRACTORS/BUILDERS & OTHER STAKEHOLDERS

SUBJECT : GUIDELINES FOR THE RESUMPTION OF DEVELOPMENT & CONSTRUCTION OPERATIONS & ACTIVITIES UNDER THE SHFC'S SOCIALIZED HOUSING PROGRAMS DURING THE COVID 19 PUBLIC HEALTH CRISIS

Pursuant to the Omnibus Guidelines on the Implementation of Community Quarantine issued by the IATF-EID on 15 May 2020, allowing the priority public infrastructure projects as well as the priority private construction projects which include housing and in consideration of the Department Order 2020-005 issued by the DHSUD, the Social Housing Finance Corporation (SHFC) per instruction of the Board of Directors in its meeting on 26 May 2020 has adopted the following guidelines for the resumption of development and construction activities during the COVID-19 public health crisis.

The primary objectives of these guidelines are to ensure compliance of SHFC assisted projects with the mandatory minimum requirements particularly on health and safety protocols/standards set by the national/local government and to expedite the provision of adequate housing to communities waiting in crowded informal settlements where COVID transmission is high.

I. MANDATORY MINIMUM REQUIREMENTS

- Contractor/Builder shall formally inform the concerned SHFC Branch Office/ Hub of their intention to commence, resume, continue operations/activities, the proposed date (using the attached template -Annex "A"), the health and safety plan, workforce deployment and the proposed work methodology/schedule taking into consideration the physical distancing.

All Contractors/Builders who have not stopped/have already resumed operations/activities prior to the issuance of these guidelines shall notify the SHFC Regional Office of such continued operation/resumption and comply with all the requirements within a period of 5 working days from the issuance of this guidelines.

- Contractors/Builders are likewise required to submit sworn Certification and Undertaking (using the attached template –Annex "B") which shall include but not limited to the following:



- Affirmation of their specific compliance with the mandatory requirements of SHFC and LGU concerned signed by the Contractor/Builder through their concerned Manager or duly authorized representative; and
 - Clearance/Permission to Resume Construction work issued by LGU concerned
- Workers returning for work in office or in project sites shall be required to up to 5 days of monitored “self-quarantine” to ensure they pose no health risk.

To lessen the covid related expenses, SHFC, upon written request of the Contractor & HOA, may allow the temporary use of completed units within the project site, if any, as temporary housing or quarters for workers until December 2020 or upon lifting of Community Quarantine, whichever comes first, subject to the submission of Contractor’s undertaking on the use of the units that it will keep the same under his/her control and will ensure proper maintenance of those temporary housing at all times to prevent damage. The Contractor shall be held liable for any damage until project completion and acceptance of the units by the HOA and for the eviction of workers when the need arises.

Otherwise, the Contractor shall provide, at its own expense, on-site or near site quarters for workers for the entire duration of the project or until such time that the community quarantine is lifted, whichever comes first.

- Mandatory wearing of face masks, temperature/thermal scanning, periodic sanitation/dis-infection of work sites/premises including quarters and observance of physical distancing are required at all times.

Contractor may also provide group health or self-insurance coverage and adequate assistance package for workers who contract COVID 19 in the course of their employment including the continued payment of their salaries and benefits for the entire duration of illness.

II. VALIDATION/MONITORING OF CONTRACTOR’S COMPLIANCE

The SHFC Branch Office/Hub within 48 hours from receipt of formal notification/sworn certification shall conduct an inspection of project site subject of notification. After inspection, decide whether to allow or disallow the commencement, resumption or continuation of operation/activities.

To avoid undue delay in the commencement, if the SHFC Branch/HUB Office fails to act/decide within the above period, the Contractor/Builder may proceed with its operation, in which case the SHFC Branch/Hub shall conduct post audit.

In all cases, the Contractor shall ensure strict compliance with the above listed requirements. As such, bi- monthly submission of proof of its continued compliance in the form of scanned certified documents, photos or videos is also a requirement subject to validation of SHFC Branch Office/Hub.

III. EXTENSION OF CONTRACT TIME

In consideration of the reduced productivity due to on-site health and safety measures i.e. physical distancing, staggering of work, possible construction supply disruption, etc.,

SHFC upon written request of the Contractor & HOA shall allow completion time extension by a period equal to COVID-19-based delays only. Time extension shall not affect the construction delays prior to the imposition of the quarantine in the project site areas.

Contractors shall evaluate and submit to SHFC for validation the impact of community quarantine and their compliance with the mandatory health and safety requirements in terms of time schedule together with the copy of Formal Notice of Work Suspension and Resumption of Work, revised work schedule/catch up plan and other documents listed under item 1.0.

IV. PENALTIES

Imposition of Cease and Desist Order against the Contractor/Builder by the SHFC Hub concerned.

V. EFFECTIVITY

Upon publication of these guidelines in the SHFC Website.

For strict compliance.

By Authority of Management Committee:



ENGR. ELSA JULIANA DV CALIMLIM
OIC- Vice President, Department of Engineering

Annex "A"

Date

OIC Vice President
Regional HUB
Social Housing Finance Corporation
Address

Dear _____:

In compliance with SHFC CMP Corporate Circular No. 20-054, Series of 2020, please be informed that **Name of Builder/Contractor**, intends to commence, resume or continue or has not stopped the operations/activities of its office/s and or development/construction project/s as follows:

Office/Project Name	Office/Project Location

We intend to commence, resume or continue the operations/activities of the abovementioned office/s and/or project/s, by _____.

Attached herewith are the Sworn Certification and Undertaking and other requirements enumerated in the said Circular.

Very truly yours,

Signature above Printed name
Position
Contact Details

cc: Department of Engineering, SHFC



Annex “B”

**CERTIFICATION and UNDERTAKING
(CMP Corporate Circular No. 20-054)**

Pursuant to CMP Corporate Circular No. 20-054 (S. 2020), the undersigned (name and position) of (company and address), contractor/builder of (Project Name/Location), duly authorized to act for and in behalf of the said corporation/company (as evidenced by Board Resolution/Secretary’s Certificate/Special Power of Attorney dated _____), hereby:

1. Attest that, in relation to our office/s and project/s stated/enumerated in our letter-notice to the SHFC dated _____ 2020), our corporation/company has duly complied with all the requirements for the commencement/resumption/continuation of the operation/activities hereof during the Community Quarantine/COVID-19 Emergency, as set forth under the CMP Corporate Circular No. 20-054; and,

2. Undertake to:
 - a) ensure continued/sustained compliance with the abovementioned Circular (as set forth in the checklist attached hereto as Annex “A”) and any SHFC issuances that may be issued in the future in relation to the Community Quarantine/COVID-19 Emergency;

 - b) allow and fully cooperate with the SHFC personnel concerned for the initial and regular inspection and monitoring of our above mentioned project/s pursuant to the abovementioned SHFC Corporate Circular;

 - c) regularly submit (twice a month, beginning on the month following the resumption of operations/activities of our company’s abovementioned project/s) to the SHFC HUB concerned electronically (or by courier or by personal service, if the latter mode is not available/feasible or timely, and such Regional HUB is not under ECQ) proof of our continued compliance with the existing or subsequently-issued requirements of the SHFC relative to the Community Quarantine/COVID 19 Emergency, in the form of scanned certified documents, photos or videos as part of the regular monitoring or post-audit process.

Name of Company
Address
Contact Details

By

Signature above Printed
Name
Position/Designation

Date

SUBSCRIBED and SWORN to before me this _____ day of _____, affiant exhibiting to me his/her competent evidence of identity/valid government ID/Passport No. _____ issued on _____ at _____.

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CMP CORPORATE CIRCULAR NO. 20-054
Requirements and Compliance Checklist

Project Name : _____

Location: _____

Requirements	Compliance (Please affirm/indicate here compliance with the corresponding requirements and list down the documentary proof thereof, which shall also be submitted to HUB)
<ul style="list-style-type: none"> • Letter-Notice to commence, resume, continue operations/activities, the proposed date (refer to Annex “A”) • Copy of Formal Notice of Suspension received by HOA 	
<ul style="list-style-type: none"> • Health and safety plan 	
<ul style="list-style-type: none"> • Workforce deployment • Revised work/loan drawdown schedule due COVID 19 delays only and catch up plan (<i>Time extension shall not affect the construction delays prior to the imposition of the quarantine in the project site areas</i>) • Proposed work methodology taking into consideration the physical distancing • Project Accomplishment prior to ECQ/GCQ 	
<ul style="list-style-type: none"> • Sworn Certification and Undertaking (using the attached template –Annex “B”) which shall include but not limited to the following: <ul style="list-style-type: none"> ➤ Affirmation of specific compliance with the mandatory requirements of SHFC and LGU concerned signed by the Contractor/Builder through their concerned Manager or duly authorized representative; and 	

<p>➤ Clearance/Permission to Resume Construction work issued by LGU concerned</p>	
<ul style="list-style-type: none"> • Implementation/Conduct of up to 5- day monitored “self-quarantine” for workers returning for work in office or in project sites first 	
<ul style="list-style-type: none"> • Provision of on-site or near site quarters for workers until December 2020 or until such time that the community quarantine is lifted, whichever comes firsts 	
<ul style="list-style-type: none"> • Mandatory wearing of face masks, temperature/thermal scanning, periodic sanitation/dis-infection of work sites/premises including quarters and observance of physical distancing are required at all times. <p>Others</p>	

Name of Company

Address

Contact Details

By

Signature above Printed Name

Position/Designation

Date

WARRANTY UNDERTAKING

Name of Contractor duly registered with Securities and Exchange Commission / DTI with Registration no. _____ with postal address _____, represented by its President, _____, (hereinafter, “ Contractor ”);

In favor of:

SOCIAL HOUSING FINANCE CORPORATION (SHFC), with business address at Banco de Oro Plaza 8737 Paseo de Roxas corner Makati Avenue, Makati City duly represented by its President, **ATTY. ARNOLFO RICARDO B. CABLING**

WITNESSETH:

WHEREAS, the “Contractor” was chosen by the _____ **HOMEOWNERS' ASSOCIATION, INC. (“CA”)** to construct their site development and house construction under the **Community Mortgage Program (CMP) or High Density Housing Program (HDH)** with a total amount of _____ (Php _____) located at _____.

WHEREAS, the site development and/ or house construction for the above HOA was temporarily suspended due to the declaration and implementation of the Enhance Community Quarantine (ECQ);

WHEREAS, pursuant to the Omnibus Guidelines on the implementation of Community Quarantine issued by IATF- EID on 15 May 2020 allowing the priority public infrastructure as well as the priority private construction projects which include housing and in consideration of DSHUD Dept. Order No. 2020-005, Social Housing Finance Corporation (SHFC) per instruction of the Board of Directors in its meeting on 26 May 2020 adopted guidelines for the resumption of development and construction activities during covid 19-public health crisis.

WHEREAS, based on the SHFC guidelines, SHFC upon request of the Contractor and the HOA may allow the use of the completed housing units within the project area as the temporary housing or quarters of their workers subject to the submission of Contractor’s undertaking on the use of the units that it will keep the same under his/her control, will ensure proper maintenance of those temporary housing at all times to prevent damage and will be held responsible for eviction of workers when the need arises.

NOW, THEREFORE, for and in consideration of the foregoing premises, the **name of builder/contractor** hereby warrant and undertakes the following:

- 1.) To keep the completed housing units under his/her control and ensure proper maintenance of the temporary housing units at all times to prevent damage while being used by their workers as their temporary housing or quarter; and
- 2.) In case of damages incurred to the housing units until the project completion and acceptance of the units by the _____ HOAI and in case the workers refused to vacate the temporary housing, the builder/ contractor agreed that they will be held liable for such damages and for the eviction of workers when the need arises.

IN WITNESS WHEREOF, we hereunto signed this instrument on _____ at _____.

Name of Builder/ Contractor

Represented by:

President

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
)S.S.

BEFORE ME, A Notary Public for and in _____ person personally appeared to me presented his /her valid ID no. _____ issued on _____, known to me to be the same person who executed the foregoing instrument acknowledged to me as his/ her own free and voluntary act and deed including this page on which acknowledgement is written refers to Warranty Undertaking and has been signed on each and every page thereof and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above-written.

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Page No. _____;
Book No. _____;
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