



January 17, 2022

CIRCULAR NO. 2022 - 003

SUBJECT: ADDENDUM TO CIRCULAR NOS. 2021-0010 AND 2021-0012
(Transco's Transition Plan on Operational Capacity, Work Arrangements and Other Safety Protocols during the COVID-19 Pandemic)

This Circular is issued to include the following provision in reference to the conduct of Antigen Test under **Section 6.4.1** of Circular Nos. 2021-0010 and 2021-0012, as follows:

"TransCo personnel who shall be required to physically report for work at the Head Office and will be coming from their residences outside of Metro Manila, including the driver/s who will provide transportation/shuttle service, shall be allowed to avail of the Antigen COVID-19 Test at any accredited DOH-accredited facility within their respective locality a day before the start of their monthly work schedule.

They shall submit the results of their Antigen COVID-19 Test to the Medical Team before reporting to the office, together with the Official Receipt, which shall serve as basis for the reimbursement of the amount of the Antigen COVID-19 Test".

All other provisions of Circular Nos. 2021-0010 and 2021-012 which are not affected by this Circular shall remain in effect.

This Circular shall take effect immediately.

[Signature]
ATTY. MELVIN A. MATIBAG
President and CEO