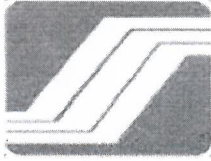



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CIRCULAR NO. 2020-031

TO : ALL REGISTERED EMPLOYERS

SUBJECT : GUIDELINES ON THE CERTIFICATION FOR DECLARATION OF TERMINATION, SUSPENSION, OR DISSOLUTION OF BUSINESS DUE TO COVID-19 COMMUNITY QUARANTINE

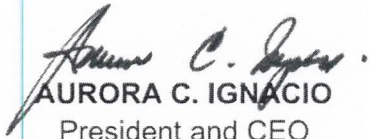
Pursuant to SSC Resolution No. 529-s.2020 dated 07 October 2020 and in order to ensure efficient processing of Employer Data Change Request (Form R-8) filed by employers on declaration of termination, suspension, or dissolution of business due to the Coronavirus Disease 2019 (CoViD-19) community quarantine, the duly accomplished Employer Data Change Request (Form R-8), shall be filed together with a certification that the employer ceased operation during the declared community quarantine period.

The required certification may be issued by (may come from) any of the following offices where the business establishment is located:

1. Office of the Local Government Unit (Province/City/Municipal Office);
2. Office of the Barangay;
3. Office of the Building Property Administration;
4. Office of the Mall Operators/Administration; or
5. Office of the Special Economic Zone Authority (for ERs within the Special Economic Zones).

All existing guidelines, documentary requirements for changes/requests and procedures shall continue to be observed and implemented.

For compliance.


AURORA C. IGNACIO
President and CEO

18 NOV 2020

Date