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**ADMINISTRATIVE ORDER NO. 2020- 007-A****AMENDED GUIDELINES GOVERNING THE OPERATIONS OF TRAVEL AND TOUR AGENCIES, AND TOUR GUIDES UNDER COMMUNITY QUARANTINE**

WHEREAS, on 29 September 2020, the Department of Tourism (DOT) issued Administrative Order No. 2020-007 or the *Guidelines on Travel and Tour Agencies, and Tour Guides Under a Community Quarantine*;

WHEREAS, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) *Omnibus Guidelines on the Implementation of Community Quarantine* provides that the Department of Trade and Industry (DTI), in consultation with the Department of Finance (DOF), Department of the Interior and Local Government (DILG), and the Department of Tourism (DOT), is authorized to gradually recategorize industries from Category IV to Category III as may be deemed necessary;

WHEREAS, there is a need to amend the Administrative Order No. 2020-007 in view of the issuance of DTI Memorandum Circular No. 23-53, series of 2020, which reclassified travel agencies, tour operators, reservation service, and other related activities from Category IV to Category III;

WHEREAS, IATF-EID Resolution No. 79 dated 15 October 2020 also permitted the interzonal movement of non-Authorized Persons outside their Residences (APOR) between General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ) for any purpose while the limits for age-based stay-at-home restrictions were amended;

NOW, THEREFORE, in view of the foregoing, Administrative Order No. 2020-007 is hereby amended as follows:

**I. GENERAL PROVISIONS**

**Section 1. Short Title.** – This Order shall be known as the “Amended Guidelines on Travel and Tour Agencies, and Tour Guides Under a Community Quarantine.”

**Section 2. Definition of Terms.** – For purposes of these Guidelines, the term:

- a. “Community Quarantine” refers to the restriction of movement within, into, or out of the area of quarantine of individuals, large groups of people, or communities designed to reduce the likelihood of transmission of COVID-19 among persons in and to persons outside the affected area. (*IATF-EID Omnibus Guidelines*)
- b. “Enhanced Community Quarantine” or ECQ refers to the implementation of temporary measures imposing stringent limitations on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols. (*IATF-EID Omnibus Guidelines*)
- c. “General Community Quarantine” or GCQ refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols. (*IATF-EID Omnibus Guidelines*)

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- d. “Interzonal Movement” refers to the movement of people, goods, and services across areas between provinces, highly urbanized cities, and independent component cities under different community quarantine classifications. For this purpose, the National Capital Region shall be considered as one area. Provided, that movements to and from areas under granular lockdowns shall be considered as interzonal even if within the same provinces or highly urbanized city. (IATF-EID Resolution No. 79)
- e. “Intrazonal Movement” refers to the movement of people, goods and services between provinces, highly urbanized cities, and independent component cities under the same community quarantine classification, without transiting through an area placed under a different classification. For this purpose, the National Capital Region shall be considered as one area. (IATF-EID Resolution No. 79)
- f. “Minimum Public Health Standards” refers to guidelines set by the DOH under Administrative Order No. 2020-0015, as well as sector-relevant guidelines issued by national government agencies as authorized by the IATF, to aid all sectors in all settings to implement non-pharmaceutical interventions (NPI), which refer to public health measures that do not involve vaccines, medications or other pharmaceutical interventions, which individuals and communities can carry out in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19. For this purpose, the Department of Tourism and Department of Public Works and Highways are recognized as the sector-relevant agencies with respect to tourism and construction, respectively. (IATF-EID Omnibus Guidelines)
- g. “Modified Enhanced Community Quarantine” or MECQ refers to the transition phase between ECQ and GCQ, when the following temporary measures are relaxed and become less necessary: stringent limits on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols. (IATF-EID Omnibus Guidelines)
- h. “Modified General Community Quarantine” or MGCQ refers to the transition phase between GCQ and the New Normal, when the following temporary measures are relaxed and become less necessary: limiting movement and transportation, the regulation of operating industries, and the presence of uniformed personnel to enforce community quarantine protocols. (IATF-EID Omnibus Guidelines)
- i. “New Normal” refers to the emerging behaviors, situations, and minimum public health standards that will be institutionalized in common or routine practices and remain even after the pandemic while the disease is not totally eradicated through means such as widespread immunization. These include actions that will become second nature to the general public as well as policies such as bans on large gatherings that will continue to remain in force. (IATF-EID Omnibus Guidelines)
- j. “Operational Capacity” refers to such a number of employees or workers who can be permitted or required to physically report to work on-site in a particular office or establishment. (IATF-EID Omnibus Guidelines)
- k. “Tour Guide” shall refer to an individual who guides tourists, both foreign and domestic, for a fee, commission, or any other form of lawful remuneration. (1995 DOT Rules and Regulations to Govern the Accreditation of Tour Guides)
- l. "Tour Operator" shall refer to any person or entity engaged in the business of inbound and/or local tour operation such as organizing and/or conducting tours as well as making online reservations, arranging and booking for transportation and accommodation for a fee,



commission, or any form of remuneration. (DOT MC 2015-06 or the "Revised Rules and Regulations to Govern the Accreditation of Travel and Tour Agencies")

m. "Travel Agency" shall refer to any person or entity engaged in the business of providing travel-related services, such as transportation or accommodation reservations/bookings, documentation of travel papers, sale and/or issuance of tickets and selling of outbound tours for a fee, commission, or any form of remuneration. (DOT MC 2015-06 or the "Revised Rules and Regulations to Govern the Accreditation of Travel and Tour Agencies")

n. "Travel and Tour Agency" shall refer to a primary tourism enterprise regularly engaged in both Tour Operator and Travel Agency services. (DOT MC 2015-06 or the "Revised Rules and Regulations to Govern the Accreditation of Travel and Tour Agencies")

**Section 3. Coverage.** – This Order shall apply to all Travel and Tour Agencies, and Tour Guides in the Philippines in areas under Community Quarantine.

## **II. OPERATIONS UNDER ENHANCED COMMUNITY QUARANTINE (ECQ) AND MODIFIED ENHANCED COMMUNITY QUARANTINE (MECQ)**

**Section 4. Operations under ECQ and MECQ.** The operations of Travel and Tour Agencies, and Tour Guides in areas declared to be under ECQ and MECQ shall be strictly prohibited. (IATF-EID Omnibus Guidelines).

## **III. OPERATIONS UNDER GENERAL COMMUNITY QUARANTINE (GCQ)**

**Section 5. Operations of Travel and Tour Agencies under GCQ.** Travel and Tour Agencies may operate in areas declared to be under GCQ, provided that operations shall be at fifty percent (50%) Operational Capacity, subject to minimum public health standards with alternative work arrangements for persons who are over sixty-five (65) years old, those with immunodeficiency, comorbidity, or other health risks, and pregnant women. (DTI MC No. 23-53).

**Section 6. Work Arrangements.** For purposes of complying with the 50% Operational Capacity, the management of the Travel and Tour Agency may adopt flexible work arrangements such as but not limited to:

- a. work from home scheme,
- b. reduction of work hours; and
- c. rotation of workers.

**Section 7. Conduct of Tours under GCQ.** The conduct of tours in areas declared to be under GCQ shall be strictly prohibited. (IATF-EID Omnibus Guidelines).

## **IV. OPERATIONS UNDER MODIFIED GENERAL COMMUNITY QUARANTINE (MGCQ)**

**Section 8. Operation of Travel and Tour Agencies under MGCQ.** Travel and Tour Agencies may operate in areas declared to be under MGCQ at one hundred percent (100%) Operational Capacity, subject to minimum public health standards with alternative work arrangements for persons who are over sixty-five (65) years old, those with immunodeficiency, comorbidity, or other health risks, and pregnant women. (DTI MC No. 23-53)

**Section 9. Conduct of Tours under MGCQ.** Tour Guides may conduct tours in areas declared to be under MGCQ, provided that participants shall be limited to fifty percent (50%) of the seat or venue capacity and subject to restrictions on tourism activities imposed by the local government units (LGUs). (IATF-EID Omnibus Guidelines)

**Section 10. Restricted individuals.** Subject to changes in rules and regulations by the IATF-EID and the LGU concerned, persons below fifteen (15) years old, those who are over sixty-five (65) years old, those with immunodeficiency, comorbidity, or other health risks, and pregnant women are prohibited from participating in tourism activities. (IATF-EID Resolution No. 79)

**Section 11. Interzonal and Intrazonal Movement.** The rules on Interzonal and Intrazonal movement under the IATF-EID Guidelines shall be observed. For this purpose, tours may be conducted in areas under MGCQ, provided that reservations or bookings shall only accommodate visitors from areas under GCQ and MGCQ, and not from areas under other stricter forms of Community Quarantine. Such movement may be subject to the regulations of the LGU concerned, or in the case of Boracay Island, the Boracay Inter-Agency Task Force. (IATF-EID Omnibus Guidelines)

## V. OTHER PROVISIONS

**Section 12. Suppletory Application of DOT Memorandum Circular No. 2020-008.** As regards health and safety protocols and standards in the operation of Travel and Tour Agencies, and Tour Guides, the relevant provisions DOT Memorandum Circular No. 2020 - 008 shall apply by analogy or in suppletory character, and insofar as they are not inconsistent with any provision herein.

**Section 13. Compliance with other relevant issuances.** Travel and Tour Agencies, and Tour Guides shall comply with the relevant issuances and guidelines from the IATF-EID, Department of Health, Department of Labor and Employment (DOLE), DTI, and other sector-relevant agencies, relating to Minimum Public Health Standards.

**Section 14. Penalties.** Any violation of this Order may subject the Management of the Travel and Tour Agency or the Tour Guide to the appropriate fines and penalties including revocation of its DOT accreditation, in accordance with relevant laws, rules, and regulations.

**Section 15. Separability.** If any provision of this Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.


**Section 16. Repealing Clause.** This Order repeals DOT Administrative Order No. 2020-007 and all other DOT issuances inconsistent herewith.

**Section 17. Effectivity.** This Order shall take effect immediately and shall remain effective until otherwise superseded, amended, or repealed accordingly.

For guidance and strict compliance.

19 November 2020



  
BERNAVETTE ROMULO-PUYAT  
Secretary  
