



## MEMORANDUM CIRCULAR NO. 2020-006-A

### AMENDED HEALTH AND SAFETY GUIDELINES GOVERNING THE OPERATIONS OF MICE ORGANIZERS AND VENUES OR FACILITIES UNDER THE NEW NORMAL

WHEREAS, on 14 July 2020, the Department of Tourism (DOT) issued Memorandum Circular (MC) No. 2020-006 or the *Health and Safety Guidelines Governing the Operations of MICE Organizers and Venues or Facilities Under the New Normal*;

WHEREAS, the Department of Trade and Industry (DTI), the Department of Labor and Employment (DOLE), and the Department of Health (DOH) subsequently issued various guidelines on workplace health and safety measures, employee testing, and other protocols applicable to MICE Organizers, Venues, or Facilities;

WHEREAS, there is a need to amend DOT MC No. 2020-006 to clarify certain provisions therein, harmonize its provisions with the existing policies set by sector-relevant agencies, and ensure more adequate health and safety guidelines;

NOW, THEREFORE, based on the foregoing, these Amended Health and Safety Guidelines Governing MICE Organizers and Venues/Facilities Under the New Normal are hereby issued:

#### I. GENERAL PROVISIONS

**Section 1. Short Title.** – This Circular shall be known as the *“Amended New Normal Health and Safety Guidelines for MICE Organizers and MICE Venues/Facilities.”*

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

- (a) “Barangay Health Emergency Response Team (BHERT)” refers to a team established by DILG MC No. 2020-023 to help implement local prevention and mitigation, preparedness, and response measures for COVID-19 (DOH MC No. 2020-0020).
- (b) “Breakout Rooms” shall refer to smaller rooms used as part of a larger conference or event when a large group breaks into sub-groups for specific sessions.
- (c) “Buffet Service” refers to a system of serving meals where the diners serve themselves, with or without assistance from a waiter, from a food selection placed on a table in a public and accessible area.
- (d) “Cleaning” refers to the removal of microbes, dirt, and impurities from surfaces. Cleaning does not kill microbes, but by removing them, it lowers their numbers and the risk of spreading infection (DOH DM No. 2020-0157).
- (e) “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 Omnibus Guidelines*).

- (f) “Confirmed COVID-19 case” refers to any individual who tested positive for COVID-19 through laboratory confirmation at the national reference laboratory, subnational reference laboratory, or a DOH-certified laboratory testing facility (DOH DM No. 2020-0189)
- (g) “Contact Tracing Form” refers to the form a person must fill out to provide contact information whether through physical means or a mobile application, substantially following the template in Annex A-2 of the DTI-DOLE Joint Memorandum Circular No. 20-04-A.
- (h) “Disinfection” shall refer to the use of chemicals to kill microbes on surfaces. This process does not necessarily clean dirty surfaces or remove microbes, but by killing microbes on a surface after cleaning, it can further lower the risk of infection. (DOH DM No. 2020-0157)
- (i) “Emergency Preparedness Plan” refers to the detailed strategy or procedure to be observed to address an emergency.
- (j) “Food and Beverage Services provider” shall refer to any person or entity who delivers food and beverages to customers at a particular location or at the customer’s intended premises.
- (k) “Health Declaration Form” shall refer to a form that a person must fill-out to declare his or her current health condition and travel history for the past fourteen (14) days, substantially following the template in Annex A-1 of the DTI-DOLE Joint Memorandum Circular No. 20-04-A.
- (l) “Maximum Venue Limit” shall refer to the maximum number of persons that may be accommodated inside a venue such that at any period, there shall be only one person for every 1.5 square meters of circulation space.
- (m) “MICE” shall refer to Meeting, Incentive, Convention, Exhibition and business events industry.
- (n) “MICE Events” shall refer to MICE-related activities including business meetings, congresses, conventions, incentive trips, product presentations, business courses, conferences, and seminars.
- (o) “MICE Exhibitor” shall refer to a person or organization who rents an area from the MICE Organizer, usually setting up a booth in the MICE Venue, to meet with attendees for purposes of networking, marketing, generating sales, or acquiring potential clients.
- (p) “MICE Organizer” refers to an entity engaged in the business of managing or organizing congresses, conventions, meetings, conferences, exhibitions, or similar events in a professional manner for a fee or any form of remuneration.
- (q) “MICE Suppliers” shall refer to persons or organizations that supply goods and services for the holding of MICE events, including freight forwarders, contractors, and caterers.
- (r) “MICE Venue/Facility” shall mean a physical space designed and provided for events, exhibitions, meetings, conferences, and conventions for a fee or any form of remuneration.

- (s) “Minimum Public Health Standards” refers to guidelines set by the Department of Health (DOH), as well as sector-relevant guidelines to aid all sectors in implementing 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 (*IATF Omnibus Guidelines*)
- (t) “New Normal” shall refer 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. (*IATF Omnibus Guidelines*)
- (u) “Personal Protective Equipment” or PPE refers to clothing and accessories worn to minimize exposure to health and safety risks, such as protective clothing, masks, face shield, and goggles.
- (v) “Physical distancing” or “Social Distancing” refers to the strict maintenance of a distance of at least one (1) meter radius between persons.
- (w) “Probable COVID-19 case” refers to a suspect case who fulfills anyone of the following:
  - a) Suspect case whose testing for COVID-19 is inconclusive;
  - b) Suspect who tested positive for COVID-19 but whose test was not conducted in a national or subnational reference laboratory, or a DOH-certified laboratory testing facility; or
  - c) Suspect case who died without undergoing confirmatory testing (DOH DM No. 2020-0189).
- (x) “Safety and Sanitation Plan” shall refer to the detailed strategy or procedure to be observed, including equipment to be used, in the cleaning, sanitation, and disinfection of all areas of the venue.
- (y) “Thermal Scanner” shall refer to devices meant to detect high body temperatures as a clue for infectious diseases.
- (z) “Venue Operators” shall refer to those who own and manage venues, and take bookings from MICE Organizers.

**Section 3. Scope and Application.** – This Circular shall apply to all MICE Organizers and Venues/Facilities in the Philippines in areas where a Community Quarantine is no longer in place.

## II. OPERATIONS OF MICE ORGANIZERS UNDER THE NEW NORMAL

**Section 4. Employee Management.** The MICE Organizer shall:

- A. Require all its employees to fill out a Health Declaration Form (HDF) upon entering the premises. If based on the HDF, the employee meets any of the following conditions, he/she shall be denied entry and shall be directed to consult a doctor or stay at home:

1. Employee is experiencing fever, cough and/or colds, body pains, or sore throat;
  2. Employee had a face-to-face contact with a Probable or Confirmed COVID-19 case within 1 meter and for more than 15 minutes for the past 14 days;
  3. Employee provided direct care for a patient with Probable or Confirmed COVID-19 case without using PPE for the past 14 days; or
  4. Employee travelled outside the Philippines in the last 14 days (DTI- DOLE JMC 20-04-A).
- B. Ensure the monitoring of body temperature of all its employees every time they report to work. Those with body temperature exceeding 37.5 degrees Celsius or those exhibiting flu-like symptoms shall be directed to see a doctor and to stay at home.
- C. Provide its employees Personal Protective Equipment (PPE) such as facemasks, face shield, and 70% solution alcohol or alcohol-based hand sanitizer while on duty.
- D. Ensure that its employees are regularly updated and briefed on personal hygiene, proper handwashing or hand hygiene, respiratory etiquette, proper use of PPEs, strict observance of physical distancing, use of contactless greeting, and other health and safety protocols while interacting with clients by installing a safety bulletin board and display of Information, Education and Communication (IEC) materials in the working premises.
- E. Ensure that its employees undergo an RT-PCR (Reverse Transcription-Polymerase Chain Reaction) test, as may be required under applicable issuances of the DOH, Department of Labor and Employment (DOLE), or the Department of Trade and Industry (DTI). (DTI-DOLE JMC No. 20-04-A).

**Section 5. Disinfection in case of a Confirmed COVID-19 Case.** The MICE Organizer shall ensure that office premises are regularly cleaned and disinfected.

If one confirmed case of COVID-19 is detected in the office, the facility shall be disinfected with an appropriate disinfectant solution (0.5% bleach solution). The conduct of a comprehensive disinfection by trained personnel is recommended. The building must be locked down for twenty-four (24) hours prior to disinfection to lessen transmission to sanitation personnel. During the disinfection process, all doors and windows should be opened to maximize ventilation. The venue/facility may only be opened twenty-four (24) hours after the disinfection process (DTI-DOLE JMC No. 20-04-A)

**Section 6. Venue Handling.** The MICE Organizer shall:

- A. Check and adhere to guidelines and policies of national government agencies and the Local Government Unit where the meeting or event will be held.
- B. Ensure that the Maximum Venue Limit is observed.
- C. Formulate an Emergency Preparedness Plan for the prevention of the spread of infection at the MICE Event, which should include the following details:
  1. Communication response protocol with advance information and communication channels with identified health authorities and partners;

2. Protocol for monitoring COVID-19 pandemic status and system for providing advice to participants not to attend, if they have any symptoms or feel unwell;
  3. Comprehensive and detailed documentation of contact details of all MICE Organizers, Suppliers, Exhibitors, and all other participants at the MICE event based on the Health Declaration Form and Contact Tracing Form, to be shared with local public health authorities if any participant becomes ill with a suspected infectious disease.
  4. Procedure for dissemination of IEC materials with reminders on Do's and Don'ts, proper hand-washing and hand hygiene, respiratory etiquette, proper use of PPEs, strict observance of physical distancing, use of contactless greeting, and contactless methods of payment.
- D. Require the Venue Operator to submit a Safety and Sanitation Plan covering pre-event, event proper and post-event safety and sanitary measures for implementation in all areas of the venue.
- E. Require the Venue Operator to:
1. Ensure that seats are arranged at least one (1) meter between participants during the event proper, including during meals and other interactions.
  2. Designate an isolation room or area where persons who feel unwell while at the MICE Event may be brought to before referral to the doctor on duty, to the nearest hospital, or to the Barangay Health Emergency Response Team (BHERT), in accordance with the DOH prescribed protocol.
  3. Ensure the availability of an emergency response team on standby during the MICE Event.
- F. Conduct mandatory briefing on the prevailing disease and possible emergencies as well as the measures enforced by the organizers to make the event safe for participants. Messaging shall include but not be limited to the following:
1. Advice on preventive measures, especially respiratory etiquette, hand hygiene measures, physical distancing, and contactless greetings.
  2. Contact details or a health hotline number that participants can call for advice or medical help or to give information, if necessary.
- G. Conduct paperless meetings as far as practicable. The use of online shared documents and online notes are encouraged.
- H. Maximize the use of technology for speeches and presentations, and require that presentations from speakers be sent ahead of the MICE Event to minimize gadget handling and physical transfer of materials.
- I. Set up panel discussions on stage in observance of Physical Distancing guidelines.
- J. Limit the use of, and disinfect, shared objects (e.g. scripts, props, pens, radio, etc.) including those that will be handled and passed from one person to another.
- K. Sanitize microphones and lapel microphones for the host and presenters every break and prior to transfer from one person to another.

- L. Retain the names and contact details of all participants, service providers/ suppliers/crew members for at least one month for contact tracing, subject to the provisions of Republic Act No. 10173 or the *Data Privacy Act of 2012*.

## **Section 7. Guest Handling**

- A. All MICE Exhibitors, MICE Suppliers, attendees, and other participants and visitors must be screened through:

1. Body temperature check using a Thermal Scanner or Thermometer Gun; and
2. Completion of Health Declaration and Contact Tracing Form using a mobile application or other contactless means.

Only those who are cleared during screening shall be allowed to enter. Those with body temperature exceeding 37.5 degrees Celsius or those exhibiting flu-like symptoms shall be refused entry. Accomplished Health Declaration and Contact Tracing Forms shall be handled and processed with confidentiality and in accordance with the Data Privacy Act, and shall be disposed of after thirty (30) days from the date of accomplishment.

- B. “No Face Mask, No Entry” policy shall be implemented for all guests/participants. Face masks shall be worn properly at all times while at the MICE Event except when eating and drinking.
- C. Cashless method or online mode of payment using applications, or such other options that promote no physical contact shall be adopted or utilized for miscellaneous transactions during the MICE Event.
- D. Pre-registration and allocated time slots are highly encouraged for controlled entry into the venue lobby and exhibit areas to avoid bottlenecks.
- E. Use of technology such as scanners, QR Codes, etc. is highly encouraged to facilitate seamless access of guests at entry and exit points.
- F. Wherever possible, the use of plastic badges shall be discouraged to eliminate waste. For smaller events, attendees may be requested to pre-print their badges, or show their digitally-issued IDs via smartphone.
- G. Walk-in delegates and visitors may be accepted as long as the Maximum Venue Limit is observed.
- H. Properly marked and controlled registration, queueing, and waiting areas shall be in place to ensure physical distancing.
- I. At least one express lane for senior citizens, PWDs, and pregnant women shall be provided.

## **III. OPERATION OF MICE VENUES AND FACILITIES UNDER THE NEW NORMAL**

### **Section 8. Employee Management.** The Venue Operator shall:

- A. Require all its employees to fill out a Health Declaration Form (HDF) upon entering the premises. If based on the HDF, the employee meets any of the following

conditions, he/she shall be denied entry and shall be directed to consult a doctor or stay at home:

1. Employee is experiencing fever, cough and/or colds, body pains, or sore throat;
  2. Employee had a face-to-face contact with a Probable or Confirmed COVID-19 case within 1 meter and for more than 15 minutes for the past 14 days;
  3. Employee provided direct care for a patient with Probable or Confirmed COVID-19 case without using PPE for the past 14 days; or
  4. Employee travelled outside the Philippines in the last 14 days (DTI- DOLE JMC 20-04-A).
- B. Ensure the monitoring of body temperature of all its employees every time they report to work. Those with body temperature exceeding 37.5 degrees Celsius or those exhibiting flu-like symptoms shall be directed to see a doctor and to stay at home.
- C. Provide its employees PPE such as facemasks, face shields, and 70% solution alcohol or alcohol-based hand sanitizer while on duty.
- D. Ensure that its employees are regularly updated and briefed on personal hygiene, proper handwashing or hand hygiene, respiratory etiquette, proper use of PPEs (face mask, etc.), strict observance of physical distancing, use of contactless greeting and other related information while interacting with clients by installing a safety bulletin board and display of IEC materials in the working premises.
- E. Ensure that its employees undergo an RT-PCR (Reverse Transcription-Polymerase Chain Reaction) test, as may be required under applicable issuances of the DOH, Department of Labor and Employment (DOLE), or the Department of Trade and Industry (DTI). (DTI-DOLE JMC No. 20-04-A).

## **Section 9. Physical Distancing Measures**

- A. Control measures shall be in place for the flow of people through the event floor by demarcating aisles, hallways, and other common areas. Prominently shown directional signages, floor markings, and ushering shall also be provided to create a logical traffic flow and avoid bottlenecks.
- B. Barriers, stanchions, or similar implements may be introduced to ensure proper physical distancing among attendees.
- C. Room capacity shall be adjusted to provide for physical distancing.
- D. Room seating arrangement shall be as follows:
1. For conference and breakout rooms, there shall be a distance of one (1) to two (2) meters between seats.
  2. For theatre-style set-up, a checkerboard set-up shall be used, removing every other chair and arranging it so that no one is seated behind someone else.
  3. For U-shaped conference set up, there shall be maximum of 2 people at each 6-ft. table, instead of the usual standard for 3 people per 6-ft. table.

4. For Hollow square conference set up, there shall be a maximum of 2 people at each 6-ft table, instead of the usual standard of 3 people per 6-ft. table.
- E. Meal tables shall be set at a distance of two (2) meters apart. The number of guests at each table shall be limited to ensure a distance of one (1) meter apart from each other.
- F. Aisles shall be set at a minimum of two (2) meters.
- G. In waiting areas and lounges, a distance of at least one (1) meter between tables, seats, and seat rows shall be maintained. If seats are fixed, alternate seats shall be marked out.

#### **Section 10. Sanitation, Disinfection, and Ventilation Measures**

- A. Sanitizing mats and drying pads shall be installed at guest, employee, and supplier entrances.
- B. The provision of at least one sanitizing booth or tent for attendees' vehicles and large event equipment is encouraged.
- C. Designated loading and unloading bays in the venue, as well as queueing or waiting areas in case of heavy traffic of deliveries shall be provided. Staggered delivery schedules shall also be plotted to minimize heavy traffic of deliveries.
- D. Elevators shall be operated by the personnel of the MICE Venue/Facility or MICE organizer to minimize shared hand contact on buttons. Guests using elevators shall strictly observe physical distancing. Only 50% of the maximum capacity is recommended to avoid physical contact. Placing of floor markers to delineate physical distancing is likewise encouraged.
- E. Adequate supply of 70% solution alcohol or alcohol-based hand sanitizers and tissue paper or paper towel shall be made available around the venue and in the common areas.
- F. Acrylic glass, plexiglass, and other forms of barriers shall be set up at the help desk, food and beverage outlets, security checkpoints, and other counters.
- G. Toilet fixtures must be fully functional during the MICE Event. Amenities such as liquid soaps and tissue paper or paper towels shall be provided and replenished regularly. Hand dryers shall also be available.
- H. Foot pedal or sensor-operated trash bins with lid shall be provided in key locations of the venue. A separate trash bin for used PPEs shall be provided.
- I. "Health Safety Reminders" shall be installed in conspicuous areas of the venue. Telephone numbers of the venue reception or concierge shall also be posted for immediate assistance and emergencies.
- J. Deep cleaning and disinfection of the venue especially its function and public areas, shall be conducted using DOH- or World Health Organization (WHO) - prescribed solutions before venue turn-over to the MICE Organizer and / or before the commencement of event proper. The same cleaning procedures shall be undertaken after each event as soon as practicable.



- K. Frequent sanitation and disinfection of high-touch surfaces, such as door handles, elevator buttons, handrails, counters, and toilet fixtures, shall be undertaken throughout the duration of the event.
- L. The use of enhanced technologies, such as electrostatic sprayers with hospital-grade disinfectants, high efficiency particulate air (HEPA) filter, or germicidal ultra-violet (UV) lighting system to disinfect the venue and its public areas is highly encouraged.
- M. Building ventilation and filtration systems must be regularly cleaned and maintained to ensure optimal indoor air quality. As far as practicable, natural ventilation, or the use of natural air movement in and out of the building, shall be utilized. Installation of high-efficiency particulate air (HEPA) filtration systems is highly encouraged. (DTI MC No. 2020-39)

#### **IV. OPERATIONS OF MICE SUPPLIERS UNDER THE NEW NORMAL**

##### **Section 11. General Hygiene and Safety Protocols for Suppliers**

- A. All staff and crew of MICE Suppliers are required to fill out a Health Declaration Form (HDF) upon entering the premises. If based on the HDF, the staff meets any of the following conditions, he/she shall be denied entry and shall be directed to consult a doctor or stay at home:
  - 1. Employee is experiencing fever, cough and/or colds, body pains, or sore throat;
  - 2. Employee had a face-to-face contact with a Probable or Confirmed COVID-19 case within 1 meter and for more than 15 minutes for the past 14 days;
  - 3. Employee provided direct care for a patient with Probable or Confirmed COVID-19 case without using PPE for the past 14 days; or
  - 4. Employee travelled outside the Philippines in the last 14 days (DTI- DOLE JMC 20-04-A).
- B. All staff and crew of MICE Suppliers shall be screened for body temperature using a thermal scanner or thermometer gun by qualified health or medical staff or trained personnel prior to entrance to the venue. Those with body temperature exceeding 37.5 degrees Celsius or those exhibiting flu-like symptoms shall be directed to see a doctor and to stay at home.
- C. All staff and crew of MICE Suppliers shall wear facemasks with filter. Other PPEs shall also be worn as necessary depending on the scope of work (e.g. disposable gloves for food beverage service providers or catering staff and freight forwarders; eye protection for pyrotechnic personnel, safety harness for stage arrangers, etc.)
- D. All staff and crew of MICE Suppliers shall wash hands thoroughly with soap and water or 70% solution alcohol or alcohol-based hand sanitizers before and after handling food, supply materials or equipment. 70% solution alcohol or alcohol-based hand sanitizers shall be made available to staff and crew member at all times in the respective working areas.
- E. All staff and crew of MICE Suppliers shall always observe preventive measures, especially respiratory etiquette, hand hygiene measures, physical distancing and contactless greetings while working inside the venue.

- F. All disposable cleaning materials used by the MICE Suppliers shall be disposed after each use in a properly sealed container or bag.

**Section 12. Food and Beverage (F&B) Exhibitors, Service Providers, or Caterers**

- A. All F&B service staff shall wear PPE as well as disposable gloves, hair net, and apron if necessary.
- B. All counters/stations where F&B are on display shall have a readily accessible 70% solution alcohol or alcohol-based hand sanitizer.
- C. Queuing areas at the food counter/station shall be provided with floor markers at one-meter distance.
- D. Catering equipment, utensils, and all other materials shall undergo thorough disinfection and sanitation prior to being brought to the event venue.
- E. Clean tongs, scoops, forks, spoons, spatulas, or other suitable utensils shall be used to handle and serve food.
- F. Utensils shall be well covered.
- G. Buffet and salad bars shall remain prohibited during trade shows. In other cases, buffet and salad bars shall be allowed only when:
  - a. Food servers are provided, and
  - b. All food trays are with covers (DTI MC No. 2020-39)
- H. Self-service is prohibited. Service of F&B shall be done by service staff to minimize contact with the items.
- I. In addition to the preceding requirements under this section, Food sellers or sampling MICE Exhibitors shall observe the following health protocols:
  - 1. Beverage refill is not allowed. Only bottled drinks or pre-packed beverages may be distributed or sold.
  - 2. Appropriate barriers that separate guests from displayed products shall be installed.
  - 3. Food displays shall be covered with transparent covering at all times.
  - 4. All means of food packaging shall be biodegradable.
  - 5. Food handlers shall be separate from staff performing cashier-related functions.
  - 6. Cashless or online modes of payment using payment applications, or other options that promote no physical contact, shall be utilized. If online or mobile payment is not possible, cashiers shall implement a method for no-contact payment such as receiving cash on a small tray or leather bill folder to avoid mutual hand contact with customer.

**Section 13. Supply Handling**

- A. MICE Suppliers shall disinfect all their equipment and materials (e.g. booths, booth shells, lifting and setup equipment, and all other miscellaneous supplies prior to

unloading at the loading bay or delivery to the venue in accordance with the guidelines set by the MICE Organizer.

- B. Customized booths shall be 70% complete prior to ingress to minimize working time inside the venue.
- C. In case of heavy traffic of deliveries at loading bays, MICE Suppliers shall use designated staging, queueing, or waiting areas, which shall be configured in such a way that physical distancing can be practiced (e.g. one (1) meter apart floor markings, 1 seat apart seating arrangement, etc.).
- D. Suppliers shall immediately pull out their empty supply crates and containers right after unpacking from the venue and return them to the delivery vehicle or warehouse.

#### **Section 14. Exhibition Booth Set-up**

- A. Exhibit lay-out shall have wider aisles than usual, preferably 3 meters and more for two-way traffic and no less than 2 meters for one-way traffic.
- B. No two adjacent booths shall be directly facing each other.
- C. Exhibit booth size shall be no less than 3m x 3m to consider physical distancing of visitors and MICE Exhibitors.
- D. MICE Exhibitors shall be limited to a maximum of 2 persons to accommodate one (1) guest per 9 sqm booth at a time.
- E. Product displays within the booth are recommended to have a minimum distance of 1.82 meter apart to adhere to physical distancing of at least 1.82 meters in between guests and exhibitors viewing product displays.

### **V. OTHER PROVISIONS**

**Section 15. Supplementary Application of DOT Administrative Order No. 2020-003. For MICE Organizers and Venues/Facilities in areas declared to be under a Community Quarantine, DOT Administrative Order No. 2020-003 shall apply in supplementary character.**

**Section 16. Compliance with other relevant issuances.** MICE Organizers and MICE Venues/Facilities shall comply with relevant issuances of the DOT, Department of Labor and Employment (DOLE), DTI, and other sector-relevant agencies, relating to Minimum Public Health Standards.

**Section 17. Penalties.** Any violation of these Guidelines may subject the MICE entity to the appropriate fines and penalties including revocation of its DOT accreditation, in accordance with relevant laws, rules, and regulations.

**Section 18. Separability Clause.** If any portion or provision of this Circular is declared null and void or unconstitutional, the other provisions not affected thereby shall continue to be in force and effect.

**Section 19. Repeal.** Memorandum Circular No. 2020-006 and other issuances, orders, rules, and regulations or parts thereof which are inconsistent with the provision of this Circular are hereby repealed or modified accordingly.

**Section 20. Effectivity.** This Circular shall take effect immediately and shall remain effective until otherwise superseded, amended, or repealed accordingly.

For guidance and strict compliance.

14 October 2020.



  
**BERNADETTE ROMULO-PUYAT**  
Secretary 

