



**DEPARTMENT CIRCULAR NO. 2021-001**  
**Series of 2021 (January 18, 2021)**

**TO : ALL CONCERNED**

**FROM : THE SECRETARY**

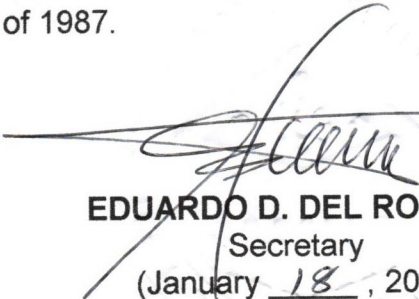

**SUBJECT : ADDENDUM TO DEPARTMENT CIRCULAR NO. 2020-03,  
DATED NOVEMBER 20, 2020: AUTHORIZING AND  
PROVIDING ADDITIONAL ALTERNATIVE MODES OF  
CONDUCTING MEETINGS AND VOTING FOR HOMEOWNERS  
ASSOCIATIONS UNDER EXTRAORDINARY CIRCUMSTANCES**

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Considering the unavailability of means and difficulty faced by some homeowners associations in complying with Department Circular No. 2020-03, entitled *Authorizing and Providing Alternative Modes of Conducting Meetings and Voting for Homeowners Associations Under Extraordinary Circumstances*, which were brought to the attention of this Department, and cognizant that other associations may be similarly situated, the following guidelines providing for such additional modes, are hereby promulgated to facilitate the associations' conduct of meetings, elections and voting.

1. The Board of Directors may conduct face-to-face meetings provided that the venue has a capacity to easily accommodate ten (10) persons with the observance of social distancing. In case the number of Board members or those attending the meeting, including the staff and resource persons, exceed ten (10), the association shall combine face-to-face and remote means so as not to affect the Board members' participation in meetings.
2. General assemblies may also be conducted using the combination of face-to-face and remote means, provided that the venue for members physically attending the meeting shall be filled only up to the percentage-capacity limit depending on the area's quarantine classification.
3. Casting of votes for elections, referenda and other electoral exercises may be allowed in a designated polling place provided that the Election Committee shall take measures to ensure orderly procedure, such as, but not limited to, providing sufficient number of ballot boxes to avoid overcrowding, scheduling all qualified members and/or validated proxies who can vote by cluster or group to regulate number of voters at the polling place at any one time, providing sufficient number of hours for the casting of votes and in a manner that shall accommodate all voters considering social distancing, and limiting the number of representatives of candidates or parties during the polling hours and canvassing of votes.

4. It is **mandatory** for homeowners associations that will employ any face-to-face and other means akin to permissible mass gatherings to:
- 4.1 Secure permission, authority or clearance from the LGU counterpart of the Inter-Agency Task Force for Emerging Infectious Diseases (IATF) for the conduct of such assemblies or face-to-face meetings of more than ten (10) persons, or a certification from the IATF that such assemblies or meetings do not require clearance.
  - 4.2 Conduct the meetings, as much as possible, within the territory of the association. Other venues may be considered provided that, in accordance with the IATF guidelines, there shall be no interzonal movement of persons.
  - 4.3 Encourage participation through remote means by members who are over sixty-five years of age, those with immunodeficiency, comorbidity, or other health risks, and pregnant women. Special measures to accommodate these vulnerable groups should be considered by the Election Committee in the casting of votes for elections, referenda and other electoral exercises.
  - 4.4 Ensure that the prescribed IATF health protocols are complied with during the meetings.
  - 4.5 Submit the original or certified copy of the IATF authority, permission or clearance to the DHSUD Regional Office together with the required election reports. Failure to submit the report together with the IATF authority, permission or clearance or certification of exemption is a ground for the nullification of the election or resolutions passed during the said meetings or assemblies.
5. All other provisions of Department Circular No. 2020-03 shall apply.
6. This addendum shall take effect immediately after certified copies hereof are furnished the Office of the National Administrative Register of the University of the Philippines Law Center pursuant to Executive Order No. 292, otherwise known as the Administrative Code of 1987.

  
  
**EDUARDO D. DEL ROSARIO**  
Secretary  
(January 18, 2021)

