



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

Washington SyCip Park, Legazpi St., Legazpi Village, Makati City

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January 20, 2017

MEMORANDUM CIRCULAR 2017-05

TO: ALL DEVELOPERS

**RE: INSTALLATION OF PROJECT INFORMATION/PERMIT DIRECTORIES
AND SAFETY INFORMATION SIGNAGE AT CONSTRUCTION SITES**

Makati Commercial Estate Association (MaCEA), in its continued endeavor to uphold its policies on all construction activities, shall enforce safe and professional practices in and around construction project sites.

As such, the Association, as one of its standard requirements, mandates the installation of Project Information Directories (PID), Permit Directory (PD) and Safety Information Board (SIB) on all construction sites.

INSTALLATION REQUIREMENTS

1. The developer and/or its duly authorized representatives shall apply for a permit for the installation of the above. It shall also submit a high resolution e-file of the project's perspective, proponents' logos, and fill-up the required details of the project. This shall be applied/submitted prior to or simultaneously with the application for permit for the temporary sidewalk enclosure installation.
2. The PID, SIB and PD (which is a directory of MaCEA-issued permits) shall be printed by MaCEA's authorized suppliers to ensure quality, control in the issuance of such and uniformity in design. The cost of such printing (in a tarpaulin) shall be for the account of the developer.
3. The developer shall provide appropriate backing/framing and protection for these directories/information board against the elements. It shall be the sole responsibility of the developer to ensure the orderly installation of these signage at all times until the clearance for its removal is obtained from MaCEA.
4. The PID and the PD shall be installed on the temporary fence located preferably at the right side of the main gate while the SIB shall be located on the left side.
5. These directories/information board should be in their respective places of installations upon the completion of the temporary fence/enclosure and can only be removed upon issuance by MaCEA of the Certificate of Substantial Completion, (CSC).

6. In case of any incidental damage on these directories/information board, the developer shall cause the immediate replacement or repair of the damaged signage.

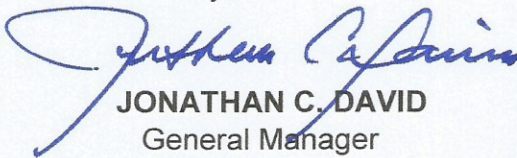
VIOLATIONS

1. Excavation or construction works without the above directories/information board. It shall incur penalties as stipulated in this circular.
2. Tampering and/or removal of these directories/information board without clearance or CSC from MaCEA.
3. Failure to secure or maintain the directories/information board.

PRESCRIBED PENALTIES

Any violation to this Memorandum Circular shall be subject to a penalty of **Php 10,000.00** per day until the breach is rectified.

Thank you.


JONATHAN C. DAVID
General Manager

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