

# COVER SHEET

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S.E.C Registration Number

M	A	N	I	L	A	E	L	E	C	T	R	I	C	C	O	M	P	A	N	Y

(Company's Full Name)

L	O	P	E	Z	B	U	I	L	D	I	N	G	,	O	R	T	I	G	A	S	A	V	E	N	U	E	,
B	R	G	Y	U	G	O	N	G	,	P	A	S	I	G	C	I	T	Y									

(Business Address: No. Street City / Town / Province)

ATTY. WILLIAM S. PAMINTUAN
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Contact Person

632-8014
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Company Telephone Number

1	2	-	3	1
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Month      Day

Fiscal Year

1	7	-	C
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FORM TYPE

0	5	2	6
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Month      Day

Annual Meeting

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Secondary License Type, if Applicable

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Dept. Requiring this Doc.

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Amended Articles Number/Section

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Total No. of Stockholders

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Domestic

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Foreign

Total Amount of Borrowings

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To be accomplished by SEC Personnel concerned

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File Number

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LCU

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Document I.D.

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Cashier

STAMPS

# SECURITIES AND EXCHANGE COMMISSION

## SEC FORM 17-C

### CURRENT REPORT UNDER SECTION 17 OF THE SECURITIES REGULATION CODE AND SRC RULE 17.2(c) THEREUNDER

1. **Date of Report:** *March 16, 2020*
2. **SEC Identification Number:** *PW-102*
3. **BIR Tax Identification Code:** *000-101-528-000*
4. **Name of Issuer as specified in its Charter:** *Manila Electric Company*
5. **Country of Incorporation:** *Philippines*
6. **Industry Classification:** *(SEC use only)*
7. **Address of principal office:** *Lopez Building, Ortigas Avenue, Barangay Ugong, Pasig City*
8. **Issuer's telephone numbers:** *(02)8632-8014 Area Code: 1605*
9. **Former name or former address:** *Not Applicable*
10. **Securities registered pursuant to Sections 18 and 12 of the SRC or Sections 4 and 8 of the RSA:**

*Number of Shares of  
Common Stock Outstanding*

**1,127,098,705**  
*(As of December 31, 2019)*

**Debt Securities: Php 18.5 Billion Bonds**

**11. Item Number reported: *Item 9 (Other Events)***

With the recent and continuing developments on COVID-19, the Company, through its President and Chief Executive Officer as well as its Chief Risk Officer, has issued internal policies and measures to manage the Covid-19 Outbreak which are accordingly outlined below:

**A. Heightened Measures due to Declaration of Community Quarantine in NCR**

1. Activation of a skeletal workforce in the affected Business Centers, Sectors and Other Satellite Offices;
2. Strengthening of Hygiene Protocols through frequent workplace disinfecting, provision of face mask and hand sanitizers, and thermal scanning of all employees, vendors, and visitors;
3. Activation of Work from Home arrangement for employees performing non-mission critical functions;
4. Provision of stable IT connectivity for meetings via videoconferencing, teleconferencing, or online applications like Microsoft TEAMS (Office 365) facility;
5. Implementation of Sick Workforce Tracking through the Company's Wellness Center (CWC) as aligned with DOH protocols;
6. Cancellation of all Company-related mass gatherings and corporate events;
7. Creation of a temporary isolation area within the Meralco Head office, supported by CWC;
8. Activation of HR policies as aligned with DOH and DOLE and LGU releases

**B. On Travel**

1. ALL business and personal INTERNATIONAL travel of employees are PROHIBITED.
2. ALL business and personal DOMESTIC travel by air, ship, train and bus are DISCOURAGED and require prior approval of the relevant Heads.

Travel and Quarantine guidelines shall continue to be implemented.

**C. On Social Distancing**

1. Everyone is required to observe rules on social distancing and not to hold internal events and gatherings and avoid attending public events and gatherings.

**D. Work From Home ("WFH") Arrangement**

1. The Line Heads pre-identified organizational positions that are Mission Critical defined as positions that perform functions affecting core operations and require field-deployment, 24/7 operations, or customer interaction and Non-Mission Critical defined as positions that can perform their duties and responsibilities remotely, subject to the approval of Human Resources.

2. WFH shall not apply to Mission-Critical positions. A flexible work arrangement\*, such as reduced workhours / workdays, flexible work hours and / or work segregation (skeletal / split teams) shall be implemented, subject to the discretion of the Heads and each Group's respective Business Continuity Management plans.

#### **E. For Visitors/Third Parties**

1. All deliveries are processed and received by the designated central delivery processing facility. All delivery personnel will require prior visitor processing before proceeding to the central delivery processing facility. All letters and packages will first be disinfected before delivery to the addressees.
2. Banks operating within the Meralco Compound may continue to operate but subject to strict COVID-19 screening directly undertaken and enforced by the Meralco COVID-19 Unit.
3. All other 'essential engagements' that are necessary in performing functions affecting day-to-day operations in our premises such as pre-existing support provided by external suppliers, partners and managed services shall undergo COVID-19 screening procedures through identified Visitor Processing Centers (VPC's) within the different Meralco premises.

Screening shall include temperature check, sanitizing, travel declaration, and contact tracing. Vendor partners, construction workers and government representatives who may likewise be asked to perform essential functions in our premises shall also be required to undergo the COVID-19 screening procedure. This list may be expanded as necessary and as identified by the Company Heads.

4. Business Centers and Sectors shall continue to receive customers with heightened COVID-19 screening procedures to be implemented, which shall include temperature screening, sanitizing, travel declaration, and contract tracing. Any person with a temperature of at least 37.8C shall be disallowed entry. Contact details of the customer shall be obtained for Meralco's further action as determined by the group concerned.
5. Events and group gatherings inside Meralco premises that involve visitors and outsiders shall be cancelled or deferred (e.g. Daily Masses, Field Trips, Benchmarking Trips).

#### **F. For meetings within Meralco Offices and Facilities**

1. As a general rule, face-to-face meetings with third parties/outside within Meralco offices and facilities are prohibited until further notice. Everyone is encouraged to use telephonic, digital, and online means as substitutes for face-to-face meetings.
2. Similarly, internal face-to-face meetings within Meralco offices and facilities are also discouraged and meeting proponents are strongly encouraged to use telephonic, digital, and online means as substitutes for face-to-face meetings.

2. A face-to-face meeting with a third party/visitor within a Meralco office or facility may be allowed only for special circumstances and the third party/visitor has undergone strict COVID-19 pre-screening.

**G. For meetings outside of Meralco Offices and Facilities**

1. Face-to-face meetings with third parties outside Meralco offices and facilities are strongly discouraged and may be allowed only for special circumstances and have undergone strict COVID-19 pre-screening.

**The Company is also foreseeing the following potential impacts of COVID-19 in its operations:**

- Efficient operation and maintenance services of equipment may be affected in case of delay of delivery of some essential materials/parts that are sourced from China
- Reduction in the demand from the commercial and industrial sectors which may be partially offset by the demand from residential customers as a direct consequence of the NCR wide Community Quarantine.


**Please be assured that the Company is doing its best to continue to provide efficient and stable electricity service within its franchise area. Other than visiting our business centers, Customers may also reach the Company for any service concerns through social media sites, website, hotline to avoid exposure to COVID-19.**

**We will apprise the Exchange on the actual impact on the financial and operational performance of the Company during the disclosure of its Unaudited First Quarter results.**

**SIGNATURE**

**Pursuant to the requirements of the Securities Regulation Code, the issuer has duly caused this report to be signed on its behalf by the undersigned hereunto duly authorized.**

**MANILA ELECTRIC COMPANY  
Issuer**

  
**JOCELYN VILLAR-ALTAMIRA**  
Assistant Vice President and Head  
Corporate Governance and Compliance Office

**Date: March 16, 2020**

***Cc: Disclosure Department  
Listings and Disclosure Group  
Philippine Stock Exchange***

***Issuer Compliance and Disclosure Department  
Philippine Dealing & Exchange Corp.***