



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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MEMORANDUM CIRCULAR NO. 2020 - 087

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, BARMM MINISTER OF LOCAL GOVERNMENT, AND OTHERS CONCERNED

CHIEF, PHILIPPINE NATIONAL POLICE

SUBJECT : DUTIES AND RESPONSIBILITIES OF LOCAL GOVERNMENT OFFICIALS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, PHILIPPINE NATIONAL POLICE, AND OTHERS CONCERNED ON THE MANAGEMENT OF RETURNING OVERSEAS FILIPINOS AND LOCALLY STRANDED INDIVIDUALS

DATE : 21 MAY 2020

I. RATIONALE

Considering the impact of COVID 19 pandemic on global safety and travel, the movement of individuals between and within countries have been heavily reduced to curb the spread of the infection. The reduction in mobility as a result of the measures imposed by the national and local governments to contain the spread of the virus have inadvertently created unintended consequences in cross-border movements that need to be addressed.

In view of the above, the National Task Force Sub-Task Group on the Management of Returning Overseas Filipinos (ROFs) and Locally Stranded Individuals (LSIs) recently issued two separate guidelines, entitled (a) Operational Guidelines on the Management of Returning Overseas Filipinos (ROFs) and (b) Operational Guidelines on the Management of Locally Stranded Individuals (LSI). These Guidelines, which were approved during the 15th National Incident Command (NIC) COVID-19 Response Meeting last May 7, 2020, sought to provide a systematic and coordinated approach in facilitating the return of ROFs and LSIs.

II. PURPOSE

This Memorandum Circular is issued to enjoin all concerned to undertake necessary actions in the management of ROFs and LSIs amid the COVID 19 pandemic.

III. DEFINITION OF TERMS

- a) **Notice of Availability of Travel**– shall refer to the official endorsement of concerned local COVID Task Force indicating the relevant details of travel of LSI. The Availability of Travel shall also contain the LSI's mode, options, and status of travel. (e.g. to be transported by LGU; to travel via private car; no means of transportation).
- b) **DILG OFW Operations Desk Local Endorsement System (DOODLES)** – is an Endorsement System within the DILG and PNP – Joint Task Force CV Shield that sorts, processes/endorsees and monitors the status of ROFs and LSIs using an online platform.
- c) **Locally Stranded Individuals (LSIs)** - Foreign nationals or Filipino citizens (e.g. construction and domestic workers, tourists, students, among others) in a specific locality within the Philippines who have expressed intention to return to their place of residence / home origin.

LSIs can be further classified into:

- Workers;
 - Students;
 - Tourists; and
 - Other individuals stranded in various localities while in transit.
- d) **Filipino Local Workers** - shall refer to any member of the labor force, regardless of employment status including working owners and officers. It includes the following:
- All workers of establishments or principals regardless of employment status;
 - All workers of contractors or subcontractors regardless of employment status;
 - Visiting workers, consultants or volunteers; and
 - On-the-job trainees or other similar hands on learning arrangements, whether paid or unpaid.
- e) **Overseas Filipino Workers (OFWs)** - are overseas Filipinos whose primary reason for being outside the country or for leaving the country is due to a contract of employment in a foreign nation or a vessel flying another nation's flag.
- f) **Non-Overseas Filipino Workers (Non-OFWs)** - are overseas Filipinos whose primary reason for being outside the country is not due to a contract of employment in a foreign nation or a vessel flying another nation's flag.
- g) **Returning Overseas Filipinos (ROFs)** - refer to Filipino citizens who are returning to the Philippines from abroad. They are categorized into:

- Overseas Filipino Workers (OFWs), whether documented or non-documented;
- Non-Overseas Filipino Workers (non-OFWs):
 - i. Returning students
 - ii. J1 visa holders / exchange visitor's program
 - iii. Returning Filipino Diplomats
 - iv. Returning Filipino Tourists
 - v. Participants of Philippine government sponsored programs (trainings, scholarships)
 - vi. Dependents and accompanying foreign spouses

IV. GENERAL GUIDELINES

- a. Two (2) Sub-Task Units under the NTF Sub-Task Group on Management of ROFs and LSIs shall be created, to wit:
 - Sub-Task Unit on the Management of Returning Overseas Filipinos - shall be responsible to process/facilitate the repatriation and provide assistance for ROFs, which shall be managed by the Sub-Task Group on Management of ROFs and LSIs; and
 - Sub-Task Unit on the Management of Locally Stranded Individuals - shall have the responsibility to process/facilitate the return to residences and provide assistance for LSIs.

- b. All Regional Task Forces, including the BARMM - Rapid Emergency Action on Disaster Incidence (BARMM-READI) and Local Task Forces (LTFs), shall organize their respective Management of ROFs and LSIs Sub-Clusters and shall align their organizational structure and implementation efforts with the STG on the Management of ROFs and LSIs.

- c. LGUs may provide transfer services to LSIs at ports, airports, and transport terminals within their areas of jurisdiction to transport them to their places of residence. Inter-LGU coordination is enjoined to manage the transfer of the LSIs, including the movement of people needing passage from one LGU to another.

- d. All receiving LGUs shall not deny the entry of LSIs with complete requirements, provided that prior coordination was made through the NTF and/or the Regional Task Forces (RTFs), and other concerned agencies as deemed necessary. The receiving LGUs, however, may subject the LSIs to its local health protocols and procedures, such as 14-day quarantine and rapid anti-body testing for COVID-19 disease, that are consistent with IATF policies.

- e. The RTF from the point of origin shall facilitate inter-regional coordination with the RTF of final destination and ensure that the Local Chief Executive (LCE) of the receiving LGU shall be provided with the relevant information on the ROFs or LSIs.

- f. The roles of the DILG-OFW Desk Officers as per Memorandum Circular 2020-075 are hereby expanded to cover the concerns of coordinating with all LCEs concerned the departure and arrival of ROFs and LSIs.

V. ROLES AND RESPONSIBILITIES

A. REGIONAL TASK FORCE AGAINST COVID 19

SENDING RTF

1. Review and consolidate the list of LSIs and ROFs including the documentary requirements and endorse the same to the concerned RTF copy furnished the NTF Sub-Task Group on the Management of ROFs and LSIs.
2. Submit weekly report on the number and status of ROFs and LSIs to the NTF Sub-Task Group on the Management of ROFs and LSIs.
3. Provide necessary assistance in the management of ROFs and LSIs.

RECEIVING RTF

4. Upon receipt of the list of ROFs and LSIs from the sending RTF, the receiving RTF shall coordinate with the concerned local chief executives, through the DILG, to ensure the unhampered transit of ROFs and LSIs.
5. Coordinate with concerned government agencies / offices to provide necessary assistance in the management of ROFs and LSIs.
6. Coordinate with the receiving LCE to ensure the readiness of their local health protocols.

B. PROVINCIAL GOVERNOR

1. Organize their Management of ROFs and LSIs Sub-Cluster under the LTF against COVID 19 Governance Cluster.
2. Endorse the list of LSIs to the RTFs for further action and possible assistance.
3. Provide necessary assistance to component City/Municipality in transporting and/or receiving ROFs and LSIs.
4. Ensure that the ROFs and LSIs are provided with the necessary assistance.
5. Shall not deny the entry/transit of all ROFs and LSIs but may, in coordination with the RTF, establish its health protocols for ROFs and LSIs that are consistent with IATF policies.
6. Ensure compliance of the City/Municipal Mayors with this Circular.

C. CITY/MUNICIPAL MAYORS

1. Organize their Management of ROFs and LSIs Sub-Cluster under their City/Municipal Task Force against COVID 19

2. Direct the Punong Barangays to submit relevant information of all ROFs and LSIs
3. Ensure that all LSIs have undergone 14-day quarantine prior to departure and that the LSIs are neither a contact, suspect, probable, nor a confirmed COVID-19 case. If the LSI is determined to be so, appropriate measures and referral shall be made by the LGU of origin, through the Local Health Office
4. Facilitate the issuance of the following documents prior to the LSI's departure:
 - a) Medical Clearance Certification issued by the City/Municipal Health Office based on the following conditions:
 - i. That the LSI is neither a contact, suspect or probable or confirmed COVID-19 case; and
 - ii. That the LSI has completed a 14-day quarantine based on the quarantine standards set by DOH; or
 - iii. That LSI who has been confirmed as a COVID-19 case, has been tested negative twice through RT-PCR.
 - b) Notice of availability of Travel.
5. Provide the LSIs with a copy of the issued Medical Clearance Certificate and Availability of Travel / Availability of Permit to Travel.
6. Immediately endorse the list of LSIs with all the necessary attachments to their respective Provincial Task Force for COVID 19 or NTF Sub-Task Group on the Management of ROFs and LSIs in the case of HUC/ICC.
7. Provide necessary assistance, such as food, transportation support, to ROFs and LSIs.
8. Request for the necessary assistance from the Provincial Government to be able to carry out the mandated roles and responsibilities to implement this Circular.

D. PUNONG BARANGAY

1. Record the details of all LSIs in their respective areas of jurisdiction.
2. Submit immediately the list of LSIs to the concerned City/Municipal DILG-OFW Desk Officers
3. Allow all arriving ROFs and LSIs to return to their respective residences and provide necessary assistance,
4. Direct its Local Health Team or the Barangay Health Response Teams (BHERT) to conduct regular monitoring of the health status of the ROFs and LSIs.

E. PNP JOINT TASK FORCE CORONA VIRUS SHIELD (JTF CV SHIELD)

1. The JTF CV Shield, upon endorsement of concerned Regional and Local Task Force for COVID-19 and in coordination with concerned DILG-OFW Desk Officers, shall immediately issue the Travel Authority (TA) provided that the LGU of origin of ROFs and LSIs have the following details such as but not limited to:
 - List of ROFs and LSIs,
 - Point of origin (Home Residence or quarantine facility/isolation unit) and destination,

- Date of Intention to travel
- Name of driver/s, vehicle to be used with plate number/s (if available)

2. The authority to issue TA is delegated to the following:

Issuing Authority	Situation
Commander of JTF-CV Shield	Inter-regional Movement
Commander, Regional JTF CV Shield	Intraregional Movement
Commander, Provincial JTF CV Shield	Movement between component municipalities/cities of the same province

3. In all cases, issuances of Travel Authority shall be reported to the NTF-Sub-Task Group Law and Order through the JTF CV Shield.

F. DILG-OFW DESK OFFICERS

REGIONAL/PROVINCIAL DILG-OFW DESK OFFICERS

1. Provide the necessary support to the operational level of DILG-OFW Desk Officers in coordinating with other agencies for possible assistance to ROFs and LSIs to include the issuance of travel authority by JTF CV Shield, among others.
2. Assist the RTFs/PTFs in consolidating and updating the list of ROFs and LSIs.
3. Ensure compliance of all Local Government Officials and DILG Field Officers concerned with this Circular.
4. Cause the immediate and widest dissemination of this Circular within their respective areas of responsibilities.

CITY/MUNICIPAL DILG-OFW DESK OFFICERS

1. Coordinate with the LCEs concerned about the details of ROFs and LSIs in their areas of jurisdiction.
2. Provide necessary assistance to their Local Task Force against COVID-19 in managing the return of OFs and LSIs.
3. Coordinate with Punong Barangays in registering the number of LSIs.
4. Maintain and update the list of OFs and LSIs.
5. Assist the LGU concerned in ensuring the unhampered transit of returning OFs and LSIs.
6. Ensure that LSIs have a copy, whether hardcopy or electronic, of the requirements issued by the LGU and JTF-COVID Shield.
7. Ensure compliance of all Local Government Officials concerned with this Circular.
8. Cause the immediate and widest dissemination of this Circular within their respective areas of responsibilities.

VI. DOCUMENTARY REQUIREMENTS

Category	Requirements to be presented at the QCPs or upon entry at the Receiving LGU
ROFs	<ol style="list-style-type: none">1. Travel Authority issued by the JTF CV Shield2. Negative RT-PCR result and Quarantine Certification issued by DOH -Bureau of Quarantine.
For LSIs	<ol style="list-style-type: none">1. A Medical Clearance Certification issued by the City/Municipal Health Office based on the following conditions:<ul style="list-style-type: none">• That the LSI is neither a contact, suspect or probable or confirmed COVID-19 case; and• That the LSI completed a 14-day quarantine based on the quarantine standards set by the DOH; or• That LSI confirmed as a COVID-19 case was tested negative through RT-PCR twice.2. Travel Authority issued by the JTF-COVID Shield

VII. REPORTING AND MONITORING

The DILG Central Office Emergency Operations Center DILG-OFW Operations Desk (EOC-DOOD) with the assistance of the Information System Technology Management Service (ISTMS) shall develop an online system to monitor the status of returning OFs and LSIs. The Online Monitoring System shall process, monitor, and store relevant information that will be shared to the NTF-Sub Task Group on LSI and RTFs for smooth coordination.

A weekly status report shall be submitted to EOC-DOOD using the attached Monitoring Template, which will be reported further to LTFs and RTFs concerned.

VIII. TEMPLATES (ANNEXES)

1. Barangay Registration Form of LSI
2. ROFs and LSI Monitoring Sheet
3. Notice of Availability of Travel

IX. REFERENCES

- IATF Resolution No. 32
- NTF Against COVID-19 Order 2020-02: Operational Guidelines on the Management of Locally Stranded Individuals
- DILG MC 2020-075: Establishment of the DILG-OFW Desks and Designation of DILG-OFW Desk Officers at the Provincial/City/Municipal Level.

X. REPEALING CLAUSE

All DILG Memorandum Circulars, directives, orders, or other related issuances, which are inconsistent with this Memorandum Circular, are hereby amended or repealed accordingly.

XI. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

XII. APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary *m*

XIII. FEEDBACK

The NTF Sub-Task Group on the Management of ROFs and LSIs can be reached thru email at tgros.covid19@gmail.com. Other inquiries and clarifications relative to this Memorandum Circular can be directed to DILG-OFW Operations Desk via email at dilgofwdesk@gmail.com.

