



OFFICE OF THE GOVERNOR

ADVISORY NO. 25

GUIDELINES ON THE REPATRIATION OF LOCALLY STRANDED INDIVIDUALS (LSIs) AND RETURNING OVERSEAS FILIPINOS (ROFs) AND REITERATING DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG) MEMORANDUM CIRCULAR NO. 2020-087 AND NATIONAL TASK FORCE AGAINST COVID-19 MEMORANDUM NO. 2020-02

Pursuant to **Department of the Interior and Local Government (DILG) Memorandum Circular 2020-087** and **National Task Force Against COVID-19 Memorandum No. 2020-02**, the following guidelines shall be strictly observed:

1. WHO MAY BE REPATRIATED?

- a. **Locally Stranded Individuals (LSIs)** – include Foreign nationals or Filipino citizens (e.g. construction and domestic workers, tourists, students, Individuals stranded in various localities while in transit, and other stranded individuals) in a specific locality within the Philippines who have expressed intention to return to their place of residence/home of origin;
- b. **Returning Overseas Filipinos (ROFs)** – includes Filipino Citizens who are returning to the Philippines from abroad. They are categorized into:
 - 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 and Scholarships)
 - vi. Dependents and accompanying foreign spouses

2. WHAT IS THE PROCESS OF REPATRIATION?

2.1. Pre-departure

- 2.1.1. Locally stranded individuals shall notify the barangay where they are stranded;



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- 2.1.2. The component LGU concerned shall consolidate the information and shall send it to the COVID-19 Regional Task Force, which will coordinate with the Philippine National Police (PNP) Joint Task Force Corona Virus Shield (JTF CV Shield);
- 2.1.3. The concerned LGU's health office shall issue a medical clearance certification to the stranded individual;
- 2.1.4. The concerned LGU shall inform the PNP JTF CV Shield that the stranded individual can travel by sending a notice of availability of travel;
- 2.1.5. The PNP JTF CV Shield issues the travel authority for the locally stranded individuals through the following PNP unit commanders:
 - 2.1.5.1. Chief of Police (COP) of the city/municipality of origin, if destination is within the province;
 - 2.1.5.2. Provincial Director or City Director of the provincial/city of origin, if destination is within the region; and
 - 2.1.5.3. Regional Director of the region of origin, if destination is outside the region.
- 2.1.6. If the city/municipality of destination and the city/municipality of origin are adjacent to each other and located at the boundaries of two different provinces or regions, the COP of the city/municipality of origin can issue the travel authority.
- 2.1.7. Alternatively, the LSI may also choose to secure the Travel Authority from higher HQs, up to the national level of the JTF.



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2.2. Departure

- 2.2.1. The concerned LGU shall submit a list of locally stranded individuals to the DILG-OFW Desk and the Regional Task Force, 3 days before departure.
- 2.2.2. The Regional Task Force shall endorse the LSI list to the National Task Force.
- 2.2.3. The concerned LGU shall give the medical clearance and travel authority to the stranded individuals.
- 2.2.4. The PNP JTF CV Shield and the Department of Transportation (DOTr) will facilitate their travel back to their homes.
- 2.2.5. Physical distancing rules shall be followed for the entirety of the LSI's journey.

2.3. Arrival

- 2.3.1. LSIs arriving in the province shall be isolated for check up by their home LGU.
- 2.3.2. The local health office of the home LGU shall assess the stranded individual. If COVID-19 symptoms are detected, they will be placed under quarantine, following guidelines from the Department of Health.
- 2.3.3. If the stranded individuals have no COVID-19 symptoms, they are still required to undergo a 14-day quarantine.
- 2.3.4. The component LGU shall monitor their status for the 14 days of isolation.



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2.3.5. For ROFs, only the (1) Travel Authority issued by the PNP JTF CV Shield, and (2) Negative RT-PCR result and Quarantine Certification issued by DOH-Bureau of Quarantine are the documentary requirements to be presented at the QCPs or upon entry at the Receiving LGU.

3. WHAT ARE THE REQUIRED DOCUMENTS?

CATEGORY	DOCUMENTS TO BE PRESENTED AT THE QCPs OR UPON ENTRY AT 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 the DOH- Bureau of Quarantine
LSIs	<ol style="list-style-type: none">1. A Medical Clearance Certificate issued by the Local Health Office of the point of origin based on the following conditions: <i>That</i> ---<ol style="list-style-type: none">a. The LSI is neither a contact, suspect or probable or confirmed COVID-19 case; andb. The LSI completed a 14-day quarantine based on quarantine standards set by the DOH; orc. The LSI Confirmed as a COVID-19 case was tested negative through real time Reverse Transcription Polymerase Chain Reaction (RT-PCR) twice.2. Travel Authority issued by the JTF-COVID Shield

4. WHAT ARE THE SPECIFIC ROLES OF THE LGUs UNDER THE GUIDELINES?

4.1. **Barangay**

- 4.1.1. Record the details of all LSIs in their respective areas of Jurisdiction;
- 4.1.2. Submit immediately the list of LSIs to the concerned City/ Municipal DILG-OFW Desk Officers;



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- 4.1.3. Allow arriving ROFs and LSIs to return to their respective residences and provide necessary assistance; and
- 4.1.4. Direct its local Health Team or the Barangay Health Emergency Response Teams (BHERTs) to conduct regular Monitoring of the Health status of the ROFs and LSIs.

4.2. Cities and Municipalities

- 4.2.1. Direct the Punong Barangays to submit relevant information of all ROFs and LSIs;
- 4.2.2. Establish a sub-cluster under their respective task force on the management of LSIs and ROFs which shall have the primary duty to monitor, coordinate, and report on matters relative to repatriation of LSIs requesting the services. The sub-cluster is recommended to be composed of the following:
 - 4.2.2.1. Office of the Mayor as Team Head
 - 4.2.2.2. DILG-OFW Desk Officer for Inter-Agency and Inter-LGU Coordination
 - 4.2.2.3. Local General Services Office for Transportation Concerns
 - 4.2.2.4. Local Police Station for Security Concerns
 - 4.2.2.5. Local Health Office for Medical Concerns
- 4.2.3. Ensure that all LSIs have undergone 14-day quarantine prior to departure and that the LSIs are neither a contact, suspect, probable, nor appropriate measures and referral shall be made by the LGU of origin, through the Local Health Office;
- 4.2.4. Facilitate the issuance of the following documents prior to the LSI's departure:
 - a. Medical Clearance Certificate issued by the City/Municipal Health Office based on the following conditions:



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- i. That the LSI is neither a contact, suspect or probable or a confirmed COVID-19 case; and
 - ii. That the LSI has completed a 14-day quarantine based on the quarantine standards set by DOH;
 - 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.
- 4.2.5. Provide the LSIs with a copy of the issued Medical Clearance Certificate and Availability of Travel/ Availability of Permit to Travel;
- 4.2.6. Immediately endorse the list of LSIs with all the necessary attachments to the Provincial Task Force for COVID-19;
- 4.2.7. Provide necessary assistance, such as food, transportation support, to ROFs and LSIs;
- 4.2.8. Request for the necessary assistance from the Provincial Government to be able to carry out the mandated roles and responsibilities to implement this Advisory; and
- 4.2.9. All receiving LGUs shall not deny the entry of LSIs with complete requirement, provided that prior coordination was made through the NTF and/or RTF, 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.



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4.3. Provincial Government

- 4.3.1. Endorse the list of LSIs to the RTFs for further action and possible assistance;
- 4.3.2. Provide necessary assistance to component City/Municipality in transporting and/or receiving ROFs and LSIs;
- 4.3.3. Ensure that the ROFs and LSIs are provided with the necessary assistance;
- 4.3.4. Shall not deny the entry of LSIs with complete requirement, provided that prior coordination was made through the NTF and/or RTF, and other concerned agencies as deemed necessary;
- 4.3.5. In coordination with the RTF, establish its health protocols for ROFs and LSIs that are consistent with IATF policies; and
- 4.3.6. Ensure compliance of the City/Municipal Mayors with this Advisory.

For strict compliance of all concerned.

FRANCISCO EMMANUEL "PACOY" R. ORTEGA III

Provincial Governor

May 22, 2020

Annex A

Registration Form (Locally Stranded Individual)

*Last Name:	*First Name:	*Middle Name:	Suffix:
*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	*Complete Address: Region, Province, City/Mun, Brgy	*Contact Number:	*Age:
*Occupation:	**Emergency Contact Person and Contact Number:	*Origin LGU: Region, Province, City/Mun, Brgy	*Date of Travel to Residence:
*Destination LGU: Region, Province, City/Mun, Brgy.	**Vehicle: <input type="checkbox"/> Private <input type="checkbox"/> Government	**Driver's Name and Contact Number:	*Date of Travel to Residence:
Medical Clearance Issued by the City/Municipal Health Office: <input type="checkbox"/> Yes, Date of Issuance: _____ <input type="checkbox"/> No, Reason: _____		A Medical Clearance Certification issued by the City/Municipal Health Office based on the following conditions: 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.	

Note:

- * - Mandatory Field
- ** - If available

Annex B

(LGU LOGO)
Republic of the Philippines
(Name of LGU)

Availability of Travel

This is to certify that Mr./Ms. [Name of LSI/ROF] has been stranded in [Origin LGU (Barangay, City/ Municipality, Province, Region)] .

Mr./Ms. [Name of LSI/ROF] have requested for **Clearance for Travel Pass** and will board vehicle [Plate Number, Model Color and Driver Details] .

This Certification is issued for the endorsement to the **Joint Task Force Corona Virus Shield (JTF CV Shield)** for travel authority to [Destination LGU (Barangay, City/ Municipality, Province, Region)] .

BY THE AUTHORITY OF THE

 [Name of Local Chief Executive (LCE)]

 [Name of Authorized Representative]

Designation
LGU