



Republic of the Philippines

Province of Benguet

Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

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EXECUTIVE ORDER NO. 12

Series 2020

ORGANIZING THE SUB-TASK UNIT FOR THE MANAGEMENT OF RETURNING OVERSEAS FILIPINOS RESIDING IN THE MUNICIPALITY OF ITOGON AND LOCALLY STRANDED INDIVIDUALS

Whereas on May 15, 2020, the undersigned promulgated Executive Order No. 09, series of 2020, providing the guidelines for the implementation of General Community Quarantine (GCQ) in the municipality including the management of Locally Stranded Individuals (LSIs) particularly under Section 7 of the said Executive Order;

Whereas on May 22, 2020, the Office of the undersigned received DILG Memorandum Circular No. 2020-087, dated May 21, 2020, which provides for the duties and responsibilities of local government officials and others concerned on the management of Returning Overseas Filipinos (ROFs) and Locally Stranded Individuals (LSIs);

Whereas in view of the issuance of DILG Memorandum Circular No. 2020-087, there is a need to organize the mandated Sub-Task Unit on management of ROFs and LSIs as well as the promulgation of additional guidelines to supplement Executive Order No. 09, series of 2020;

Now, therefore, by virtue of the powers vested in me as the Local Chief Executive of the Municipality of Itogon, Province of Benguet, I, **Atty. VICTORIO T. PALANGDAN**, do hereby order the following:

SECTION 1. Sub-Task Unit on Management of Returning Overseas Filipinos (ROFs) and Locally Stranded (LSIs). The Sub-Task Unit on Management of ROFs and LSIs is hereby created and shall be under the Local Task Force on COVID-19:

SECTION 2. Who are ROFs. ROFs refer to Filipino citizens who are returning to the Philippines from abroad. They are categorized into:

- 2.1. Overseas Filipino Workers (OFWs), whether documented or undocumented;
- 2.2. 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

SECTION 3. Who are LSIs. LSIs refer to persons who are not permanent residents of the municipality who intend to return to their home of origin.



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SECTION 4. Composition. The Sub-Task Unit on Management of ROFs and LSIs shall be headed by the Municipal Health Officer and he shall designate members coming from the Municipal Health Office.

SECTION 5. Functions. The Sub-Task Unit shall:

5.1 Provide assistance to ROFs by facilitating their orderly return to their respective residences in the municipality, provided, that the ROF concerned has complied with all the requirements and is duly endorsed by the Regional Task Force;

5.2 As for the LSIs, the Sub-Task Unit shall process all the required documents, namely the Medical Clearance Certificate and Availability of Travel. In addition, the Sub-Task Unit shall endorse all LSIs with complete requirements to the Chief of Police (COP) of Itogon PNP for the issuance of Travel Authority.

SECTION 6. Process in accomplishing requirements for LSI. The following are the step by step process to be accomplished by the LSI:

- 6.1. LSIs shall report to the Punong Barangay of the place where they are stranded or presently staying. The LSIs shall provide the following information:
 - i. Name;
 - ii. Address;
 - iii. Contact number;
 - iv. Age;
 - v. Occupation;
 - vi. Destination/where to return (barangay, municipality/city, province, region);
 - vii. Vehicle to be used (whether government or private);
 - viii. Driver's Name and Contact Number.

For this purpose, the barangay official concerned shall use the Registration Form, attached as Annex "A" of this Executive Order.

- 6.2. The Punong Barangay shall record and consolidate the list of LSIs within his area of jurisdiction. The list of LSIs shall be submitted by the Punong Barangay to the Sub-Task Unit, copy furnished the MLGOO. It is emphasized that at this point, the LSIs shall not be sent to the Municipal Hall yet, as the Punong Barangay shall wait for the instruction from the Sub-Task Unit as to when the LSIs may be accommodated for medical examination for the purpose of the issuance of Medical Clearance Certification;

- 6.3. Based on the list of LSIs submitted by the Punong Barangay, the Sub-Task Unit shall prepare a schedule of medical examination of the LSIs. The maximum number of persons to be examined is two hundred





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(200) per day, provided, that there shall be a cut-off period which is at 2:00 o'clock in the afternoon for the conduct of examination. This is to give time to the Sub-Task Unit to prepare the documents for endorsement to the Chief of Police – Itogon PNP;

- 6.4. The Municipal Health Officer shall issue to the LSI a medical clearance certification 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 period based on the standards set by the Department of Health (DOH); or
 - iii. That the LSI, who has been confirmed as COVID-19 case, has been tested negative twice through RT-PCR.
- 6.5. The Sub-Task Unit shall thereafter issue a Notice of Availability of Travel. For this purpose, the Availability of Travel Form, attached as Annex "B" of this Executive Order, shall be used.
- 6.6. The Sub-Task Unit shall endorse the list of LSIs with complete requirements, namely: medical clearance certification and notice of availability of travel to the Chief of Police – PNP Itogon for the purpose of the issuance of Travel Authority.

SECTION 7. Repealing Clause. All orders which are inconsistent with this Executive Order, are hereby amended or repealed accordingly.

SECTION 8. Separability Clause. If for any reason, any part or provision of this Executive Order is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

SECTION 9. Effectivity. This Executive Order shall take effect immediately.

Done this May 22, 2020 at Itogon, Benguet.


Atty. VICTORIO T. PALANGDAN
Municipal Mayor

CF:
-All Punong Barangays
-COVID 19- IATF
-IMPS
-MLGOO
-All offices
-Provincial Governor
-File



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AVAILABILITY OF TRAVEL

This is to certify that Mr/Ms. _____ has been stranded in _____ Origin LGU (Barangay, City/Municipal, Province, Region) _____.

Mr/Ms. _____ have requested for **Clearance for travel pass** and will board vehicle _____ (Plate Number, Model, Color and Driver's 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/Municipal, Province, Region) _____.

BY THE AUTHORITY OF THE MUNICIPAL MAYOR:
Atty. VICTORIO T. PALANGDAN

Atty. NOEL G. NGOLOB
Municipal Administrator
LGU-Itogon

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 Plate No. _____ Model _____ Color _____	**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

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:

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** - if available