





PHILIPPINE PORTS AUTHORITY
 PMO MISAMIS ORIENTAL/CAGAYAN DE ORO
 PMO Admin Bldg. 2, Gate 5, Agora Road, Puntod, Cagayan de Oro City

PORT ADVISORY/BULLETIN/ANNOUNCEMENT
PABA No. PPD 035-2020

DATE: 17 June 2020	No. of pages including this page: One (1) page
TO: PPA Employees Terminal Management Offices Shipping Lines / Ship Agents Other Port Stakeholders All Others Concerned	Emails:
FROM: The Port Police Division Manager	Email: bagartalia@ppa.com.ph PPD Email: moc_ppd@ppa.com.ph PMO Fax: (088) 856-4667
Cc:	
SUBJECT: FLOWCHARTS FOR THE MANAGEMENT OF ROFs AND LSIs AT THE SEAPORT	
<i>ATTENTION: If you have received this communication with missing, incomplete, garbled or unreadable pages, please notify us at once through Tel.(088)856-1264; Fax(088) 856-4667; Email Address: ppapmocdo@ppa.com.ph or moc_ppd@ppa.com.ph</i>	
MESSAGE:	
<p>Respectfully disseminating herewith the Advisory issued by the Regional Director of Department of the Interior and Local Government – Region 10 dated 11 June 2020 with regard to the steps that have to be undertaken by concerned agencies during the arrival of ROFs and LSIs at the Port of Cagayan de Oro.</p> <p>In view hereof, concerned PPA personnel, ship owners/ship operators and other port stakeholders are advised to strictly observe the appropriate steps cited in the attached flowchart.</p> <p>For guidance and ready reference.</p>	
<p> PPSUPT BERNARDO A GARTALIA</p>	
Encl: A/S	
<i>(Note: This communication has also digitally scanned and transmitted to your official email addresses. Please be advise this Office of any changes in said addresses, or of alternative addresses.</i>	
<i>Email Adresses of port users and stakeholders</i>	



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region X – Northern Mindanao



ADVISORY
11 June 2020

TO : ROFs/LSIs Concerned Agencies

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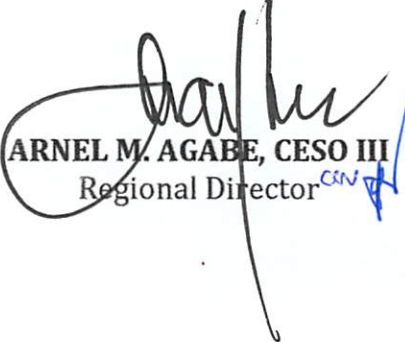
SUBJECT: FLOWCHARTS FOR THE MANAGEMENT OF ROFs AND LSIs AT THE SEAPORT AND AIRPORT

We are providing you the flowcharts of arriving ROFs and LSIs at the seaport and airport.

“Matino, Mahusay at Maasahan”

Please be informed that these were adopted by the Regional Inter-Agency Task Force on the Management of Emerging Infectious Diseases 10 (RIATF-MEID) during its meeting on June 10, 2020.

For information and guidance.


ARNEL M. AGABE, CESO III
Regional Director ^{CSN}

LGMED/MCD/Advisory_ROFsLSIs/2020-0001

“Matino, Mahusay at Maasahan”

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**FLOWCHART FOR THE ARRIVING RETURNING OVERSEAS FILIPINOS
AND LOCALLY STRANDED INDIVIDUALS**

STEPS TO UNDERTAKE UPON ARRIVAL AT CAGAYAN DE ORO PORT

Steps	ROFs/LSIs		Responsibilities of Government Agencies
			<ul style="list-style-type: none"> BOQ boards the ship and announce the disembarking procedures
1	Passengers disembark the ship per Province/ HUC (in single file) and present Medical Certificate and Travel Authority to DOH/Local Health Officers		<ul style="list-style-type: none"> DOH/Local Health Officers conduct Thermal Screening of ROFs and LSIs PCG inspects the Travel Authority of ROFs and LSIs
2	Passengers accomplish the Profile Sheet containing the following information: Names, Addresses, Contact Numbers, ROF/LSI Category, and Travel Details)		<ul style="list-style-type: none"> DOH/Local Health Officers conduct profiling of ROFs and LSIs. DOH/Local Health Officers submit the list of ROFs and LSIs to the Incident Management Team Incident Management Team (IMT) provides DILG with the list of ROFs and LSIs (% PCG) DILG coordinates with LGUs for the transport of ROFs and LSIs.
3	If cleared by DOH/Local Health Officers	Proceed to Incident Command Post	ROF-OFWs <ul style="list-style-type: none"> IMT guides ROF-OFWs to OWWA Desk
	If not cleared by DOH representatives		LSIs <ul style="list-style-type: none"> IMT guides LSIs to designated area DOH/Local Health Officer ushers LSIs to Temporary Holding Area DOH/Local Health Officer subjects LSIs and ROFs to establish health protocols and procedures for suspected COVID-19 patients
4	ROF-OFWs	If with LGU transportation, proceed to LGU designated area	<ul style="list-style-type: none"> OWWA guides ROF-OFWs to designated area
		If without LGU transportation, proceed to OWWA designated area	<ul style="list-style-type: none"> OWWA transports ROF-OFWs to DOH-DOT Accredited Hotels OWWA provides LGUs with the list of ROF-OFWs billeted at hotels.
	LSIs and ROFs	If with LGU transportation (LGU / personal/ family service)	<ul style="list-style-type: none"> IMT clears LSIs and ROFs for departure to LGU destination IMT coordinates with RTA to escort LSIs and ROFs to CDO border
		If without transportation, proceed to waiting area	If willing to pay <ul style="list-style-type: none"> IMT coordinates with LTFRB to transport LSIs and ROFs to Bus Terminals If waiting for LGU assistance: <ul style="list-style-type: none"> IMT coordinates with LTFRB for the provision of vehicles to transport LSIs and ROFs to LGU destination or to regional borders (if outside Region 10) to be met by the receiving LGUs IMT provides information to DILG relative to the transport of LSIs and ROFs to LGUs/regions

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| | | | <ul style="list-style-type: none"> ● DILG coordinates with the receiving LGUs/regions ● DSWD provides meals for the LSIs and ROFs awaiting for transportation |
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ROLES AND RESPONSIBILITIES OF GOVERNMENT AGENCIES

1. PNP / OCD / BFP

- Compose the Incident Management Team (IMT)
- Establish 24/7 Incident Command Post (ICP)
- Establish designated waiting area for ROFs/LSIs
- Secure list of ROFs and LSIs from DOH
- Dispatch/monitor vehicles (incoming and outgoing)
- Check documents of outgoing vehicles
- Coordinate with RTA for escort
- Coordinate with LTFRB for transportation
- Coordinate with IMT of other regions (which must also be operational 24/7)

2. DOH

- Profile passengers
- Determine health status of passengers
- Provide IMT with the list of ROFs and LSIs

3. OWWA

- Take charge of Returning OFWs
- Facilitate for the transport of Returning OFWs to their home provinces

4. DSWD

- Provide financial assistance through Assistance to Individuals in Crisis Situation (AICS)
- Provide meals for the ROFs and LSIs
- Psychosocial intervention

5. OCD – RTF Task Group on Resource Management and Logistics

- In-charge for logistical support
 - Mobilize available resources
- Provide Hotline Nos. of other regions
- Recommend to IATF for the establishment of IMTs in the regions

6. LTFRB

- Facilitate the provision of vehicles for the ROFs and LSIs who cannot be fetched by their respective LGUs

7. DILG

- Secure the list of ROFs and LSIs from the IMT
- Coordinate with LGUs in Region 10 and other regions on assistance to be provided to ROFs and LSIs

**FLOWCHART FOR THE ARRIVING RETURNING OVERSEAS FILIPINOS
AND LOCALLY STRANDED INDIVIDUALS**

STEPS TO UNDERTAKE UPON ARRIVAL AT LAGUINDINGAN AIRPORT

Steps	ROFs/LSIs		Responsibilities of Government Agencies
1	Passengers disembark the plane (in single file) and presents Medical Certificate and Travel Authority to DOH representatives		<ul style="list-style-type: none"> DOH/Local Health Officers conduct Thermal Screening of ROFs and LSIs PNP inspects the Travel Authority of the ROFs and LSIs
2	Passengers accomplish the Profile Sheet containing the following information: Names, Addresses, Contact Numbers, ROF/LSI Category, Seat Number, and Travel Details)		<ul style="list-style-type: none"> DOH/Local Health Officers conduct profiling of ROFs and LSIs. DOH/Local Health Officers submit the list of ROFs and LSIs to the Incident Management Team Incident Management Team provides DILG with the list of ROFs and LSIs (% PNP) DILG coordinates with LGUs for the transport of ROFs and LSIs.
3	If cleared by DOH/Local Health Officers	Proceed to Incident Command Post	ROF-OFWs <ul style="list-style-type: none"> IMT guides ROF-OFWs to OWWA Desk LSIs and ROFs <ul style="list-style-type: none"> IMT guides LSIs to designated area
If not cleared by DOH/Local Health Officers	<ul style="list-style-type: none"> DOH/Local Health Officer ushers ROFs/LSIs to Temporary Holding Area DOH/Local Health Officer subjects LSIs and ROFs to establish health protocols and procedures for suspected COVID-19 patients If fever does not subside, DOH/Local Health Officer refers the LSIs/ROFs to OWWA Alubijid Hospital for management 		
4	ROF-OFWs	If With LGU Transportation, proceed to LGU designated area	<ul style="list-style-type: none"> OWWA guides ROF-OFWs to designated area
		If without LGU Transportation, proceed to OWWA designated area	<ul style="list-style-type: none"> OWWA transports ROF-OFWs to DOH-DOT Accredited Hotels OWWA provides LGUs with the list of ROF-OFWs billeted at hotels
4	LSIs and ROFs	If with LGU transportation (LGU / personal /family service), proceed to designated area	<ul style="list-style-type: none"> IMT clears LSIs and ROFs for departure to LGU destination
		If without transportation, proceed to waiting area	If willing to pay <ul style="list-style-type: none"> IMT guides the LSIs and ROFs to the taxi area / public transport area; OR IMT coordinates with LTFRB to transport LSIs and ROFs to Bus Terminals

			<p>If waiting for LGU assistance:</p> <ul style="list-style-type: none"> ● IMT coordinates with LTFRB for the provision of vehicles to transport LSIs and ROFs to LGU destination or to regional borders (if outside Region 10) to be met by the receiving LGUs ● IMT provides information to DILG relative to the transport of LSIs and ROFs to LGUs/regions ● DILG coordinates with the receiving LGUs/regions ● DSWD provides meals for the LSIs and ROFs awaiting for transportation
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ROLES AND RESPONSIBILITIES OF GOVERNMENT AGENCIES

1. PNP / OCD / BFP

- **Compose the Incident Management Team (IMT)**
- **Establish 24/7 Incident Command Post (ICP)**
- **Establish designated waiting area for ROFs/LSIs**
- **Secure list of ROFs and LSIs from DOH**
- **Coordinate with LTFRB for transportation**
- **Coordinate with IMT of other regions (which must also be operational 24/7)**

2. DOH

- **Profile passengers**
- **Determine health status of passengers**
- **Provide IMT with the list of ROFs and LSIs**

3. OWWA

- **Take charge of Returning OFWs**
- **Facilitate for the transport of Returning OFWs to their home provinces**

4. DSWD

- **Provide financial assistance through Assistance to Individuals in Crisis Situation (AICS)**
- **Provide meals for the ROFs and LSIs**
- **Psychosocial intervention**

5. OCD – RTF Task Group on Resource Management and Logistics

- **In-charge for logistical support**
 - **Mobilize available resources**
- **Provide Hotline Nos. of other regions**
- **Recommend to IATF for the establishment of IMTs in the regions**

6. LTFRB

- **Facilitate the provision of vehicles for the ROFs and LSIs who cannot be fetched by their respective LGUs**

7. DILG

- **Secure the list of ROFs and LSIs from the IMT**
- **Coordinate with LGUs in Region 10 and other regions on assistance to be provided to ROFs and LSIs**