



**Republic of the Philippines**  
**DEPARTMENT OF TRANSPORTATION**

**MEMORANDUM**

**FOR :** **ATTY ARTHUR P. TUGADE**  
Secretary for Transportation

**THRU :** **ATTY ARTEMIO U TUAZON JR**  
Undersecretary for Administrative Service

**CG ADM GEORGE V URSABIA JR**  
Undersecretary for Maritime

**SUBJECT :** **START OF OPERATIONS OF ONE-STOP SHOP FOR SEAFARERS IN CAGAYAN DE ORO**

**DATE :** **30 May 2022**

In connection with the directives of the Secretary to establish additional crew change hubs across the country, this is to respectfully inform the Secretary that the One-Stop Shop (OSS) for Seafarers in Port of Cagayan de Oro shall be activated on **31 May 2022**. This also in accordance with Joint Circular No. 1 series of 2020, IATF Resolution No. 53, and NTF Order No. 2020-03.

Attached herewith are the Crew Change Protocol and OSS Organizational Structure for Port of Cagayan de Oro. These are likewise concurred by the concerned local government unit through the issuance of City Resolution No. 14150-2022 by the City Council of Cagayan de Oro.

With the foregoing, the operations of Port of Cagayan de Oro shall commence on 31 May 2022.

For the information of the Secretary.

**VADM NARCISO A VINGSON JR**  
Assistant Secretary for Maritime

Concurred by:

**USEC RAUL L DEL ROSARIO**  
Administrator, Office for Transportation Security



**ATTY. JAY DANIEL R. SANTIAGO**  
General Manager, Philippine Ports Authority



**CG ADM ARTEMIO M ABU**  
Commandant, Philippine Coast Guard



**VADM ROBERT A EMPEDRAD AFP (Ret)**  
Administrator, Maritime Industry Authority

Enc : Attachment 1. Crew Change Protocol of Cagayan de Oro  
Attachment 2. One-Stop Shop Cagayan de Oro Organization  
Attachment 3. City Resolution No. 14150-2022

Copy furnished: Office of the Assistant Secretary for Communications and Commuter Affairs



**Republic of the Philippines**  
**DEPARTMENT OF TRANSPORTATION**

**MEMORANDUM**

**FOR :** **USEC RAUL L DEL ROSARIO**  
Administrator, Office for Transportation Security

**CG ADM ARTEMIO M ABU**  
Commandant, Philippine Coast Guard

**ATTY. JAY DANIEL R. SANTIAGO**  
General Manager, Philippine Ports Authority

**VADM ROBERT A EMPEDRAD**  
Administrator, Maritime Industry Authority

**SUBJECT :** **ACTIVATION OF PORT OF CAGAYAN DE ORO**  
**AS A CREW CHANGE HUB**

**DATE :** **30 May 2022**

Pursuant to Joint Circular No. 1, series of 2020, IATF Resolution No. 53, and NTF Order No. 2020-03, Port of Cagayan de Oro is hereby activated as a crew change hub. Operations shall start effective **Tuesday, 31 May 2022**.

Relative thereto, the Crew Change Protocol of Cagayan de Oro as well as the organization of the One-Stop Shop (OSS) for Seafarers are attached in this memorandum for implementation. As proof of concurrence to the subject Protocol, also attached is the City Resolution No. 14150-2022 issued by the City Council of Cagayan de Oro.

For guidance and widest dissemination of the activation.

**VADM NARCISO A VINGSON JR**  
Assistant Secretary for Maritime

cc : Office of the Undersecretary for Maritime  
Enc : Attachment 1. Crew Change Protocol of Cagayan de Oro  
Attachment 2. One-Stop Shop Cagayan de Oro Organization  
Attachment 3. City Resolution No. 14150-2022



**Republic of the Philippines**  
**DEPARTMENT OF TRANSPORTATION**

**CREW CHANGE PROTOCOL IN RESPONSE TO COVID-19**  
**as of 27 May 2022**

**PORT OF CAGAYAN DE ORO**

Pursuant to Joint Circular No. 1 Series of 2020 *“Guidelines for the Establishment of the Philippine Green Lane to Facilitate the Speedy and Safe Travel of Seafarers, including their Safe and Swift Disembarkation, and Crew Change During the COVID-19 Pandemic”* (Annex A), the One-Stop Shops (OSS) for Seafarers are established nationwide to facilitate the safe, smooth and efficient crew changes in the Philippines.

The OSS are composed and operated by the following government agencies: Department of Transportation (DOTr) and its attached agencies – Office for Transportation Security (OTS), Philippine Ports Authority (PPA), Philippine Coast Guard (PCG), Maritime Industry Authority (MARINA); Department of Health (DOH) and Bureau of Quarantine (BOQ); Bureau of Immigration (BI); Bureau of Customs (BOC); Department of Foreign Affairs (DFA); Overseas Workers Welfare Administration (OWWA), Philippine Overseas Employment Administration (POEA), Office of Civil Defense (OCD), and the Local Government Unit (LGU).

With reference to Joint Circular No. 1 and the latest issuances of the Philippine national government, this crew change protocol shall apply to the following:

- a) Filipino Seafarers Joining a Ship Docked in the Philippines or Overseas (Outbound);
- b) Filipino Seafarers Leaving a Ship (Inbound);
- c) Foreign Seafarers Joining a Ship Docked in the Philippine Seaport from the Airport (Airport to Ship);
- d) Foreign Seafarers Leaving a Ship Docked in Philippine Seaport to an Airport (Ship to Airport);



## I. OFFSIGNING PROCEDURES

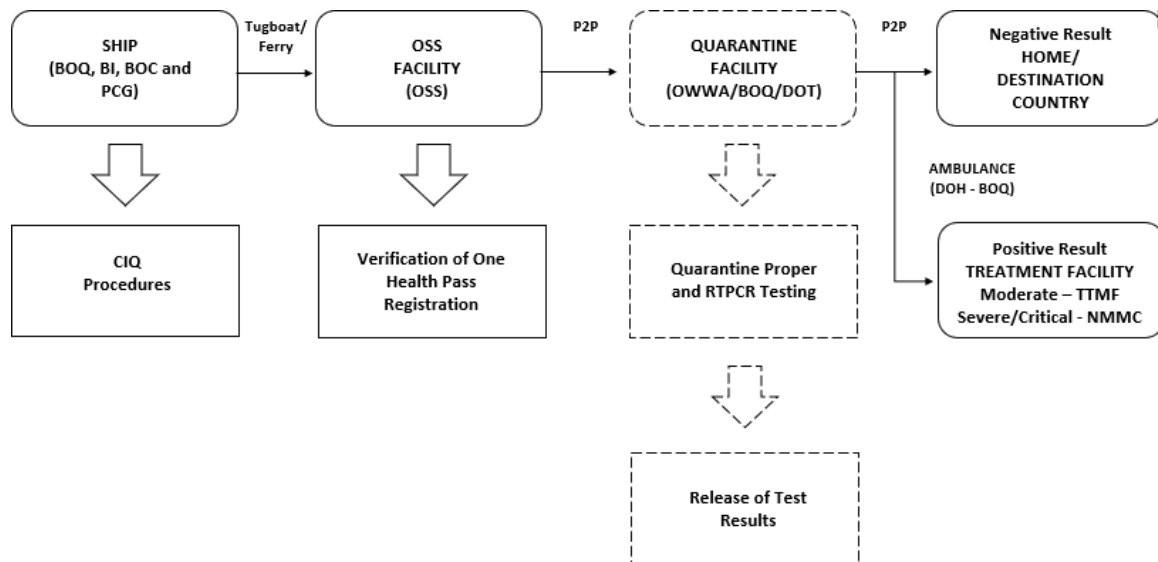


FIGURE 1. Procedures for Offsigners

1. Arriving vessels must stay in the anchorage site designated by the port authorities. Crew change at berth shall be allowed, subject to the approval of the OSS prior to vessel arrival.
2. The BOQ Officer shall determine the health condition of the vessel and of the offsigning crew. If all are appropriate, BOQ will issue free pratique. Upon issuance of free pratique, officers from BOC, BI, and PCG shall board the vessel for inspection.
3. Cleared seafarers shall board their transfer vessel bound to the OSS Facility for the completion of the succeeding procedures under this Protocol. Seafarers must observe health and safety protocols such as disinfection, social distancing and wearing of Personal Protective Equipment (PPE) - face mask, gloves and hazmat suit.

If a seafarer is exhibiting any COVID-19 symptom, he or she will be extracted from the vessel. The BOQ Officer leads the extraction process with strict observance of infection prevention and control protocols. The CIQ and port authorities will facilitate the swift transfer of the patient to the medical facility. For mild cases, he or she shall be transported to the Temporary Treatment and Monitoring Facility (TTMF) while severe and critical cases will be transported to COVID-19 Referral Hospital (Northern Mindanao Medical Center) via DOH ambulance. The rest of the vessel crew will be processed by the BOQ.

4. Upon arrival at the OSS Facility, seafarers must immediately proceed to the verification booth for their One Health Pass (OHP) registration. They must ensure the accuracy of all encoded items as these will be reflected in their Bureau of Quarantine (BOQ) Certificate (Annex C).
5. Depending on the latest issuance of the Philippine national government, seafarers will be subjected to the quarantine and testing procedures imposed for those arriving via sea. Their transportation from one facility to another must be arranged by their Agent. BOQ will determine as to what transport vehicle to be utilized either ambulance or LMA-provided vehicle.



Foreign seafarers availing of the Green Lane Program shall proceed **directly to the airport within four (4) hours upon vessel disembarkation.**

- Those with **positive** result shall be extracted by the BOQ from their quarantine facility for treatment while those with **negative** result may proceed to their destination upon securing the BOQ Certificate. For mild cases, he or she shall be transported to the Temporary Treatment and Monitoring Facility (TTMF) while severe and critical cases will be transported to COVID-19 Referral Hospital (Northern Mindanao Medical Center) via DOH ambulance.

## II. ONSIGNING PROCEDURES

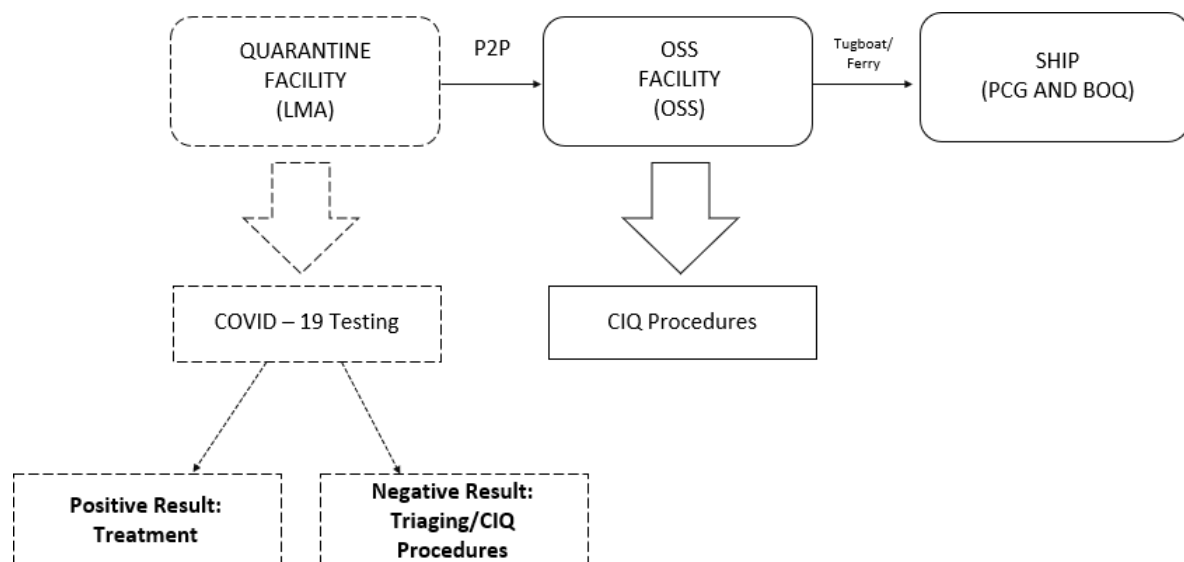


FIGURE 2. Procedures for Onsigners

- Depending on the latest issuance of the Philippine national government, seafarers will be subjected to the quarantine and testing procedures imposed for those departing via sea. Their transportation from one facility to another must be arranged by their Agent.

Should quarantine and/or testing be required for onsigners, only those with negative COVID-19 test result and/or Certification of Containment shall be cleared to embark upon presentation of documents to the OSS.

Foreign seafarers can also avail of the Green Lane program provided the requirements of the national government are duly met.

- Once pre-embarkation requirements are completed, seafarers must immediately proceed to the OSS facility. Health and safety protocols must be observed such as disinfection, social distancing, and wearing of full Personal Protective Equipment (PPE) – face mask, gloves and hazmat suit.

Foreign seafarers availing of the Green Lane Program shall proceed **directly to the port of embarkation within six (6) hours upon departure from the airport.**

- Seafarers must undergo physical examination by BOQ and other regular pre-embarkation Procedures. In case of a seafarer exhibits symptoms or a confirmed case of COVID-19 based on the COVID-19 test result, the BOQ will contain all seafarers and inform the LMA for proper coordination for re-swabbing of the entire group.



4. Those with **positive** result shall be extracted by the BOQ from their quarantine facility for treatment while those with **negative** result may proceed to their destination upon securing the BOQ Certificate. For mild cases, he or she shall be transported to the Temporary Treatment and Monitoring Facility (TTMF) while severe and critical cases will be transported to COVID-19 Referral Hospital (Northern Mindanao Medical Center) via DOH ambulance.
5. Those cleared for departure shall board the P2P bound to their port of embarkation. They shall undergo the regular embarkation procedures and no longer be allowed to disembark the vessel unless in cases of emergency.



## **ATTACHMENTS**

### **A. REQUIREMENTS FOR THE LICENSED MANNING AGENCIES AND SHIPPING AGENTS**

1. Ensure that all crew are pre-registered to the One Health Pass prior to arrival in the Philippines.
2. Provide all seafarer documents and certificates via online for the swift processing of the crew change applications.
3. Ensure compliance with the pre-disembarkation and pre-embarkation requirements for submission to OSS.
4. Provide transport vehicle/s for seafarers from one facility to another to ensure the controlled movements of seafarers throughout the crew change process.
5. Provide full PPEs for offsigners and onsigners throughout the process of crew change.
6. Coordinate with the government agencies for the smooth step-by-step movement of crew.
7. Notify details of vessel arrival 72 hours prior. In case of reasonable changes, shipping agents must advise the OSS for appropriate coordination and revision on the plotting details.

### **B. REQUIREMENTS FOR THE GOVERNMENT**

1. Provide seafarers any necessary exemptions from national travel or movement restrictions in order to facilitate their repatriation, provided they carry evidence of being a seafarer.
2. Practice standard infection prevention and control measures.
3. Observe guidelines on proper donning and doffing of PPE.
4. Practice daily disinfection and disposal of hazardous materials.
5. Ensure completion of crew change within 24 hours since the start of operations.
6. Ensure availability of one to two CIQ personnel to conduct physical assessment, documentary counterchecking at OSS facility prior to boarding of onsigners.

### **C. REQUIREMENTS FOR AUTHORIZED SHIP-TO-SHORE SERVICE PROVIDERS**

1. Provide a safe workplace to all workers and customers by developing management plans to prevent and control the spread of COVID-19.
2. Ensure a safe and healthy working environment, identify risks and take necessary measures to control and mitigate those risks.
3. Ensure that all employees strictly comply with health and safety protocols at all times and take all necessary precautions to protect themselves, their colleagues, the ship, and its passengers.
4. Provide adequate personal protective clothing and equipment.
5. Fully implement and abide by established health and safety protocols of the national government.

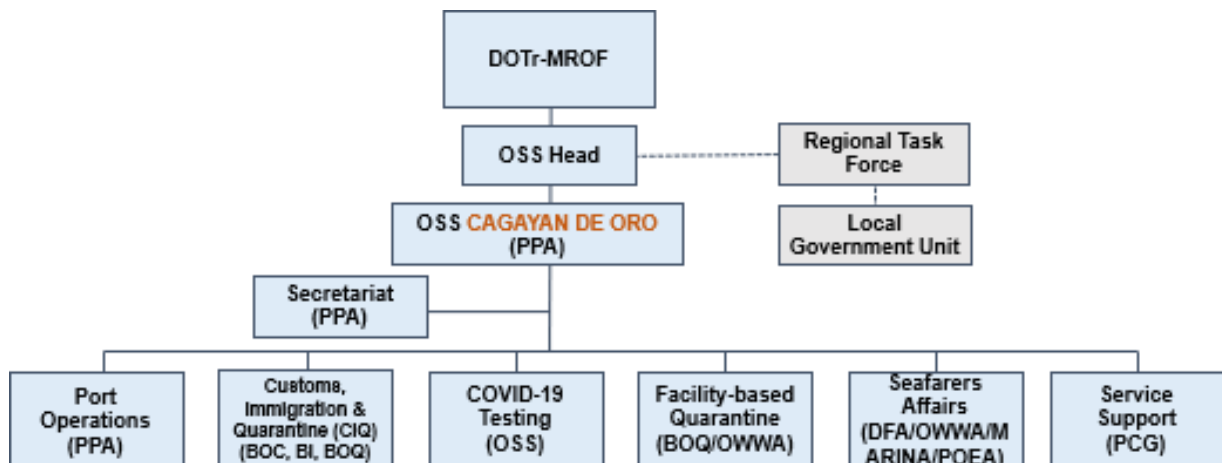




Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION**

**ONE-STOP SHOP (OSS) FOR SEAFARERS  
PORT OF CAGAYAN DE ORO  
ORGANIZATIONAL STRUCTURE AND FOCAL PERSONS**

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**TASKS AND RESPONSIBILITIES**

**DOTr-Management of Returning Overseas Filipinos (DOTr-MROF)**

- Provides strategic leadership and policy guidance
- Ensures support for the smooth operations of the Crew Change Hubs

**One-Stop Shop (OSS) Head**

- Performs oversight of the whole OSS operations
- Maintains overall database
- Ensures inter-agency coordination
- Submits reports to DOTr-MROF
- Schedules regular meetings

**Local OSS**

- Performs operational control in their areas of responsibility
- Ensures consistent inter-agency coordination
- Submits reports to OSS
- Organizes the OSS Secretariat

**OSS Secretariat**

- Schedules regular meetings
- Prepares daily reports and documentation
- Maintains a Command Center for real-time coordination and a centralized hotline for crew change operations
- Maintains a database

**Regional Task Force and Local Government Units**

- Conduct inter-agency coordination
- Provide recommendations
- Provide ambulance and medical personnel for isolation and/or extraction of seafarers

**Port Operations (PPA Port Services Division)**

- Schedules ship arrivals and departures
- Receives Notice of Arrival and submit to the secretariat for dissemination
- Coordinates crew transfer vessels
- Ensures provisions for gang way, rope, luggage and facility disinfection
- Ensures facility and equipment availability and maintenance
- Provides utilities
- Provides vehicle parking
- Maintains perimeter and port terminal security
- Coordinates for disposal of hazardous materials

**Customs, Immigration and Quarantine (BOC, BI and BOQ)**

- Ensure availability of CIQ officers based on the scheduled arrivals and departures provided by the local OSS
- Ensure strict compliance with CIQ procedures/entry and exit requirements of seafarers based on national policies and health protocols amid COVID-19
- Conduct inter-agency coordination
- Ensure proper coordination with the seafarer, LMA, and OSS on the CIQ procedures
- Ensure implementation of standard health protocols in the conduct of CIQ procedures
- Coordinate on the provision of ambulance and medical personnel for isolation and/or extraction of seafarers
- Ensure smooth implementation of Philippine Green Lane for seafarers

**COVID-19 Testing**

- Ensures smooth conduct of the whole testing process including automated passenger data encoding, data verification, swabbing and databasing
- Ensures the proper handling, timely transport and submission of test specimen to the designated laboratories
- Ensures the availability of swab test kits, PPEs, forms, barcodes and other requirement for the OSS operations
- Ensures the accessibility of internet, computer hardware, and database access to the testing service
- Provides and all other requirements of the automated OSS system
- Submits daily operations report to the Secretariat

**Facility-based Quarantine (BOQ/OWWA/DOT)**

- Ensures pre-designated quarantine facility and rooms prior to arrival of seafarers
- Ensures 100% compliance of seafarers to the facility-based quarantine protocols

**Seafarers Affairs (DFA/OWWA/MARINA/POEA)**

- Facilitate issuance of documentary requirements of seafarers
- Ensure compliance of LMAs with the crew change protocols and LGU requirements
- Ensure that the basic needs of the seafarers are fulfilled by the LMAs
- Liaise with the LMAs on any announcements, concerns and inquiries
- Elevate any concerns or special requests of seafarers or LMAs to the Secretariat for assessment of the OSS

**Service Support (PCG)**

- Provides K9 service for security paneling of luggage, vehicles and other operations related requirements
- Ensures availability of standby ambulance
- Provides support requirements such as ship boarding inspectors and sail clearance
- Provides security to vehicle movements, quarantine facilities and other security requirements

**ONE-STOP SHOP FOR SEAFARERS PORT OF CAGAYAN DE ORO  
FOCAL PERSONS**

Official Email: [moc\\_records@ppa.com.ph](mailto:moc_records@ppa.com.ph); [moc\\_marine@ppa.com.ph](mailto:moc_marine@ppa.com.ph)  
 Official Contact Nos.: PMO Command Center - 0936-960-6796

<b>Function</b>	<b>Focal Person</b>
One-Stop Shop (OSS) Head	<b>Undersecretary Raul Del Rosario</b> Administrator, Office for Transportation Security Email address: <a href="mailto:administrator@ots.gov.ph">administrator@ots.gov.ph</a>
OSS Port of Cagayan de Oro	<b>Engr. Isidro V. Butaslac, Jr</b> Port Manager PPA-PMO Misamis Oriental/Cagayan de Oro Address: Port Area, Macabalan, Cagayan de Oro City Email address: <a href="mailto:ivbutaslacjr@ppa.com.ph">ivbutaslacjr@ppa.com.ph</a> Cellphone No.: 09177177800
OSS Port of Cagayan de Oro Secretariat	<b>Engr. Ryan P. Nalzaro</b> Chief Safety Officer Email address: <a href="mailto:rpnalzaro@ppa.com.ph">rpnalzaro@ppa.com.ph</a> Cellphone No.: 09177122372  <b>Mr. Edsel A. Calo</b> Acting Executive Assistant Email address: <a href="mailto:eacalo@ppa.com.ph">eacalo@ppa.com.ph</a> Cellphone No.: 09177922810
OSS Port Operations  <b>PPA-PMO Misamis Oriental/Cagayan de Oro</b>	<b>Ms. Ruby Maria O. Gumapon</b> Port Services Manager Email address: <a href="mailto:rmogumapon@ppa.com.ph">rmogumapon@ppa.com.ph</a> Cellphone No.: 09453189152  <b>PPSupt. Bernardo A. Gartalia</b> Port Police Manager Email address: <a href="mailto:bagartalia@ppa.com.ph">bagartalia@ppa.com.ph</a> Cellphone No.: 09083472836  <b>Engr. Jonathan F. Saliring</b> Terminal Supervisor/Acting Harbor Master Email address: <a href="mailto:jfsaliring@ppa.com.ph">jfsaliring@ppa.com.ph</a> Cellphone No.: 09177045485
Customs, Immigration and Quarantine  <b>Bureau of Customs</b>         <b>Bureau of Immigration</b>	<b>Ms. Elizabeth E. De las Llagas</b> Deputy Collector for Operations Address: Macabalan, Cagayan de Oro City Email address: <a href="mailto:oddcfoperations.cdo@gmail.com">oddcfoperations.cdo@gmail.com</a> Cellphone No.: 09177150552  <b>Commissioner Jaime H. Morente</b> <b>Ms. Frances Melu R. Ching- Robiato</b>

<p><b>Bureau of Quarantine</b></p>	<p>Immigration Regulation Division/Immigration Officer II Address: 2/F Gateway Tower, Limketkai Center, Cagayan de Oro City 9000 Email address: <a href="mailto:frances_melu0311@yahoo.com">frances_melu0311@yahoo.com</a> Cellphone No.: 09173031175</p> <p><b>Dr. Logencito P. Oran</b> Quarantine Medical Officer IV Address: Room 217 Waterside Living Complex J. Pacana St., Cagayan de Oro City 9000 Email address: <a href="mailto:boqcdostation@yahoo.com">boqcdostation@yahoo.com</a> Cellphone No.: 09173307689</p>
<p>COVID-19 Testing</p> <p><b>Philippine Red Cross</b> MisOr/CdO Chapter</p>	<p><b>Ms. Nancy Joy A. Tolinero</b> Chapter Administrator Address: Phil. Red Cross MisOr/CdO Chapter Capitol Compound, Cagayan de Oro City Email address: <a href="mailto:misamis.oriental@redcross.org.ph">misamis.oriental@redcross.org.ph</a> Cellphone Nos.: Covid 19 Testing Molecular Laboratory 0963-261-9777 Smart 0915-580-0500 Globe</p>
<p>Facility-based Quarantine</p> <p><b>OWWA</b></p> <p><b>Bureau of Quarantine</b></p>	<p><b>Mr. Harry B. Borres</b> Regional Director Address: 2F Trinidad Bldg. Corrales-Yacapin St., Cagayan de Oro City 9000 Email address: <a href="mailto:region10@owwa.gov.ph">region10@owwa.gov.ph</a> Cellphone No.: 09951730149</p> <p><b>Dr. Logencito P. Oran</b> Quarantine Medical Officer IV Address: Room 217 Waterside Living Complex J. Pacana St., Cagayan de Oro City 9000 Email address: <a href="mailto:boqcdostation@yahoo.com">boqcdostation@yahoo.com</a> Cellphone No.: 09173307689</p>
<p>Seafarers Affairs</p> <p><b>OWWA</b></p> <p><b>MARINA</b></p>	<p><b>Mr. Harry B. Borres</b> Regional Director Address: 2F Trinidad Bldg. Corrales-Yacapin St., Cagayan de Oro City 9000 Email address: <a href="mailto:region10@owwa.gov.ph">region10@owwa.gov.ph</a> Cellphone No.: 09951730149</p> <p><b>Atty. Eusebia A. Cadlum-Boco</b> OIC, Regional Director Address: 2F SE JO Lim Bldg. Gemilina St., Carmen, Cagayan de Oro City 9000 Email address: <a href="mailto:mro10@marina.gov.ph">mro10@marina.gov.ph</a> Cellphone No.: 09274267579</p>

<b>DFA</b>	<b>Ms. Maria Theresa T. Almirante</b> Head of Consular Office Address: 5th Floor BPO Tower, SM Downtown Premier, Claro M. Recto Ave. cor. Osmeña Street, Cagayan de Oro City 9000 Email address: <a href="mailto:cdo.rco@dfa.gov.ph">cdo.rco@dfa.gov.ph</a> Cellphone No.: 09778198987
Service Support  <b>PCG</b>	<b>CG CDR Patrick John S Cabasag</b> Station Commander Address: Macabalan, Cagayan de Oro City Email address: <a href="mailto:johnsta.cruz@yahoo.com">johnsta.cruz@yahoo.com</a> Cellphone No.: 09177042479



**RESOLUTION NO. 14150-2022**

**RESOLUTION EXPRESSING THE CITY GOVERNMENT'S CONFORMITY TO THE PLAN OF THE DEPARTMENT OF TRANSPORTATION (DOTR) TO ACTIVATE A CREW CHANGE HUB FOR CARGO SHIPS IN THE PORT OF CAGAYAN DE ORO, IN ACCORDANCE WITH THE JOINT CIRCULAR NO. 1, SERIES OF 2020, DATED 02 JULY 2020 WITH THE SUBJECT: "GUIDELINES FOR THE ESTABLISHMENT OF THE PHILIPPINE GREEN LANE TO FACILITATE THE SPEEDY AND SAFE TRAVEL OF SEAFARERS, INCLUDING THEIR SAFE AND SWIFT DISEMBARKATION, AND CREW CHANGE DURING THE COVID-19 PANDEMIC", AND RESOLUTION NO. 53 OF THE INTER-AGENCY TASK FORCE FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES (IATF-EID) DATED 09 JULY 2020**

*Whereas*, the Department of Transportation (DOTr) informed the City Government of Cagayan de Oro of its intent to activate a Crew Change Hub in the Port of Cagayan de Oro in accordance with the Joint Circular No. 1, series of 2020, and Resolution No. 53 of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID);

*Whereas*, this Body believes that the said activity will help ease the process of facilitating the movement of both on-signer and off-signer seafarers amid the global pandemic;

*Therefore*, on motion by Councilor Ian Mark Q. Nacaya, duly seconded by Councilor Edna M. Dahino, be it

*Resolved*, to express the City Government's conformity to the Plan of the Department of Transportation (DOTr) to activate a Crew Change Hub for cargo ships in the Port of Cagayan de Oro, in accordance with the Joint Circular No. 1, Series of 2020, dated 02 July 2020 with the subject: "Guidelines For The Establishment Of The Philippine Green Lane To Facilitate The Speedy And Safe Travel Of Seafarers, Including Their Safe And Swift Disembarkation, And Crew Change During The Covid-19 Pandemic", and Resolution No. 53 of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) dated 09 July 2020;

*Resolved further*, to forward a copy of this Resolution to the Office of the Department of Transportation (DOTr), Metro Manila, for their information;

**UNANIMOUSLY CARRIED.**

<u>Present:</u>	1 <sup>st</sup> District:	- Councilor Edna M. Dahino - Councilor Jay R. Pascual - Councilor Lordan G. Suan - Councilor Zaldy O. Ocon	- Councilor Roger G. Abaday - Councilor George S. Goking - Councilor Romeo V. Calizo - Councilor Reuben R. Daba
	2 <sup>nd</sup> District:	- Councilor Joyleen Mercedes L. Balaba - Councilor Maria Lourdes S. Gaane - Councilor Ian Mark Q. Nacaya - Councilor Enrico D. Salcedo	- Councilor Suzette G. Magtajas-Daba - Councilor Edgar S. Cabanlas - Councilor Jocelyn B. Rodriguez
	Ex-Officio:	- Councilor Yan Lam S. Lim	- Councilor John Michael L. Seno

**ADOPTED** this 23<sup>rd</sup> day of May 2022 in the City of Cagayan de Oro.

I hereby certify to the correctness of the foregoing Resolution.

**ARTURO S. DE SAN MIGUEL**  
CITY COUNCIL SECRETARY

Attested as duly adopted:

**RAINEIR JOAQUIN V. UY**  
CITY VICE-MAYOR  
PRESIDING OFFICER