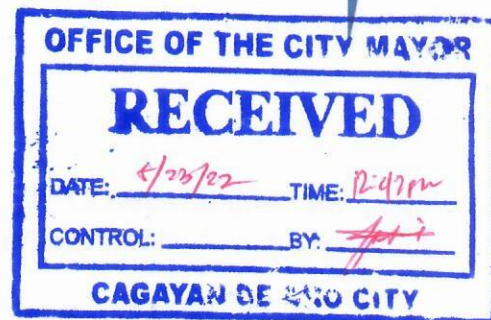




23 May 2022

**HON. OSCAR S. MORENO**  
City Mayor  
City Hall, Cagayan de Oro City



Dear Mayor Moreno:

On behalf of the Department of Transportation (DOTr), this Office respectfully informs the intent of DOTr to activate a Crew Change Hub in the Port of Cagayan de Oro in accordance with Joint Circular No. 1, series of 2020, dated 02 July 2020 with 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.

The above issuances mandate the Department of Transportation (DOTr) as one of the agencies having supervision over several international gateways in the country, to establish one-stop shops for uniform processing of arrivals in all gateways. The Port of Cagayan de Oro was also identified by DOTr as one of the hubs for international crew change, subject to strict observance of established health protocols and guidelines.

In view of the foregoing, we are pleased to provide you the Crew Change Protocols in Response to COVID-19 (copy attached). This document outlines the procedures to be observed by all concerned agencies to ensure the safe and systematic movements in Cagayan de Oro City and within Misamis Oriental for the lone purpose of crew changes.

Relative thereto, DOTr would like to seek the kind accommodation of your good Office on the activation of a Crew Change Hub. In the process of crew change and repatriation, selected hotels within and nearby Cagayan de Oro City may be converted into quarantine facilities for the arriving seafarers, subject to the accreditation, policies and protocols of the Department of Health and Bureau of Quarantine.

We also respectfully request for the conformity of the City Government of Cagayan de Oro for the activation of the Port of Cagayan de Oro as a Crew Change Hub for Cargo Ships by virtue of a City IATF resolution. The issuance of such resolution shall be the basis of DOTr for the activation of the crew change hub.

Rest assured that all safety and security protocols on COVID-19 shall be duly observed and implemented by the DOTr agencies along with the quarantine, customs, and immigration authorities in charge of crew changes.

Should you have concerns or clarifications, you may contact the following:

Ms. Ruby Maria O. Gumapon  
Port Services Manager

[rmogumapon@ppa.com.ph](mailto:rmogumapon@ppa.com.ph)  
0945-318-9152

PPSupt. Bernardo A. Gartalia  
Port Police Manager

[bagartalia@ppa.com.ph](mailto:bagartalia@ppa.com.ph)  
0908-347-2836

Looking forward with gratitude for your favorable response on this matter.

Very truly yours,

  
**ISIDRO V. BUTASLAC, JR.**  
Port Manager



Enc.

1. DOTr Protocol on Crew Change and Repatriation
2. Sample Executive Orders/Resolutions

Cc: **Office of the Secretary**  
Department of Transportation

**The General Manager**  
PPA Head Office

**The AGM for Operations**  
PPA Head Office