



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
Gingoog City



**EXECUTIVE ORDER NO. 36**  
Series of 2020

**AN ORDER CREATING A ONE-STOP-SHOP FOR THE MANAGEMENT OF  
LOCALLY STRANDED INDIVIDUALS IN THE CITY AND A TEAM TO  
MANAGE THE SAME.**

**WHEREAS**, Article II Section 15 of the 1987 Philippine Constitution, declares that the state shall protect and promote the right to health of the people and instill health consciousness among them;

**WHEREAS**, under DILG Memorandum Circular No. 2020-087, the DILG, among others, has laid down the duties and responsibilities of Local Government Units on the Management of Returning Overseas Filipinos and Locally Stranded Individuals;

**WHEREAS**, as per DILG Advisory dated June 1, 2020, in view of the influx of the returning locally stranded individuals affected by the COVID-19 pandemic and the agreement during the 20<sup>th</sup> National Task Force-Inter-Task Group Meeting dated 28 May 2020, all Local Chief Executives at the City/Municipal level are hereby directed to immediately establish a One-Stop-Shop for the Management of Locally Stranded Individuals;

**NOW, THEREFORE, I, ERICK G. CAÑOSA**, Mayor of Gingoog City, Province of Misamis Oriental, by virtue of the powers vested in me by law do hereby order the following:

**Section 1. CREATION OF ONE-STOP-SHOP FOR THE MANAGEMENT OF LOCALLY STRANDED INDIVIDUALS.** It is hereby ordered to create a One-Stop-Shop for the Management of Locally Stranded Individuals at the Gingoog City COVID-19 Task Force Command Center at the ground floor of the City Museum of Gingoog City.


**Section 2. COMPOSITION OF TEAM FOR MANAGEMENT OF THE ONE-STOP-SHOP.** The one-stop-shop shall be managed by:

- HEADS**
- **ERICK G. CAÑOSA**, City Mayor
  - **PETER M. UNABIA**, City Vice-Mayor

- MEMBERS - DR. AGNES A. CENTINO - Task Force Commander**
- **HON. ROBERT DE LARA - ABC President**
  - **ROSALINDA Q. BUCTION - CSWD**
  - **PLT/COL. ARIEL PHILIP PONTILLAS - PNP**
  - **MA. CORAZON M. CIMACIO, CLGOO**
  - **AUDIE CORNELIO OCAMPO, Tourism Officer**

**Section 3. GUIDELINES AND PROTOCOLS FOR THE OPERATION OF THE ONE-STOP-SHOP.**

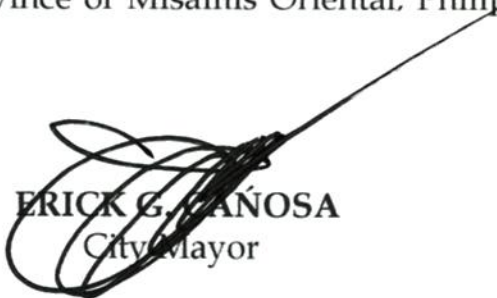
- a. The One-Stop-Shop shall provide prompt and efficient assistance to all LSIs within their area of responsibility, particularly in securing Medical Clearance Certificate (MCC) and Travel Authority (TA).
- b. The Management team shall formulate a localized processing system for the application of MCC and TA, the online processing system is in accordance with the ISTF guidelines.
- c. The One-Stop-Shop for LSI shall use hotline numbers: Globe: 09663703800 / Smart: 09298123888 and these numbers are already published at the Gingoog City Information Facebook page.
- d. All Punong Barangays shall conduct information dissemination about the One-Stop-Shop and shall assist the LSI to connect with the One-Stop-Shop for the processing of requirements.
- e. Public health protocols, such as wearing of face masks and social distancing, shall be strictly implemented at the One-Stop-Shop.
- f. The One-Stop-Shop personnel shall report to the Gingoog City COVID-19 Task Force. The report should include the number of LSIs issued with MCC and TA, as well as their issues and concerns.
- g. The City Local Government Operations Officer shall consolidate the report and send it to the DILG Province Office for monitoring purposes.



**Section 4: REPEALING CLAUSE:** Any Executive Order not consistent with this Order is hereby amended or repealed.

**Section 5. EFFECTIVITY.** This Executive Order shall take effect immediately.

**DONE** in the City of Gingoog, Province of Misamis Oriental, Philippines  
this 4<sup>th</sup> day June 2020.



**ERICK G. CAÑOSA**  
City Mayor

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**Together, We Can Unite**

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