



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 38
Series of 2020

**"AN ORDER CREATING ONE-STOP SHOP TEAM FOR THE MANAGEMENT OF
LOCALLY STRANDED INDIVIDUALS IN DAVAO CITY"**

WHEREAS, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2020-087 enjoining all concerned to undertake necessary actions in the management of Returning Overseas Filipinos (ROFs) and Locally Stranded Individuals (LSIs) amid the COVID 19 pandemic;

WHEREAS, the DILG further encouraged local government units to develop their own localized processing system in the management of LSIs that is in line with the guidelines of the national COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases;

NOW, THEREFORE, I, SARA Z. DUTERTE, City Mayor of Davao, by virtue of the powers vested in me by law, do hereby do the following:

SECTION 1. CREATION OF A TEAM. There shall be created a **ONE-STOP SHOP TEAM FOR THE MANAGEMENT OF LOCALLY STRANDED INDIVIDUALS IN DAVAO CITY (LSI TEAM)**, and the same shall be spearheaded and composed by the following persons and heads of the following offices, to wit:

Chairperson	:	City Mayor
Vice-Chairperson	:	City Health Officer
Members	:	City Social Welfare and Development Officer Davao City Police Office DILG City Director Task Force Davao City Information Technology Center Barangay and Cultural Communities Affairs Division Sangguniang Panlungsod Chairperson, Committee on Barangay Affairs City Information Office

In order to ensure prompt and continuous performance of the duties and functions of the **LSI TEAM**, the heads or chiefs of the offices named above are hereby directed to name an alternate permanent representative in its meetings and activities who are to take their place in case of their absence.

SECTION 2. DUTIES AND FUNCTIONS OF THE ONE-STOP SHOP. – The **LSI TEAM** shall have the following duties and functions, to wit:

- a. Provide prompt and efficient assistance to all LSIs in Davao City, particularly in securing Medical Clearance Certificate and Travel Authority, and ensure that its processes and services are consistent with DILG Memorandum Circular No. 2020-087 and other applicable issuances;
- b. Develop a systemic and coordinated processing system approach in facilitating the travel and return of LSIs, such as but not limited to the establishment of **One-Stop Shop** processing center/s, online processing system, hotline numbers, and other appropriate initiatives;
- c. Conduct the widest information dissemination campaign to the public about the **One-Stop Shop** management of LSIs services;
- d. Ensure that public health protocols are strictly implemented in all its activities;
- e. Prepare and submit reports of its activities, accomplishments, problems and concerns to the City Task Force on COVID-19 And Other Public Health Emergencies. The DILG City Director or its office shall then consolidate all reports generated and send it to the DILG Regional Office.

SECTION 3. ADMINISTRATIVE STAFF. The heads of the City Health Office and City Social Welfare and Development Office shall identify at least two from their respective offices who shall serve as the **LSI TEAM** Administrative Staff who shall be tasked to handle all administrative and secretarial activities related to the latter's operations.

SECTION 4. FUNDING AND OPERATING COSTS. All costs pertaining to the operations of the **LSI TEAM** as well as the **One-Stop Shop**, shall be chargeable against available funds and resources of the City Government of Davao, subject to the usual accounting and auditing rules and regulations.

SECTION 5. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 6. REPEALING CLAUSE – All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SECTION 7. EFFECTIVITY - This Executive Order shall take effect immediately.

Done on JUN 10 2020 at Davao City, Philippines.


SARA Z. DUTERTE
 City Mayor

Attested by:


ATTY. ZULEIKA T. LOPEZ
 City Administrator

