



**EXECUTIVE ORDER NO. 2020-022**  
VVVVVVVVVVVVVVVVVVVVVVVVVVVVVV

**CREATING THE ONE-STOP SHOP FOR MANAGEMENT OF  
LOCALLY STRANDED INDIVIDUALS AND PERSONS WITH  
NON-ESSENTIAL INTER-PROVINCE TRAVEL**

**WHEREAS**, given that the entire Philippines is still under public health emergency as a result of the outbreak of Coronavirus Disease 2019 (COVID-19), restrictions in movement are still in placed;

**WHEREAS**, Department of the Interior and Local Government Memorandum Circular No. 2020-087 and other issuances provide for requirements and procedures that must be complied with before an individual may travel from one province to another for purposes categorized by the national government as non-essential;

**WHEREAS**, to provide prompt and efficient assistance to locally stranded individuals and to persons with non-essential inter-province travel, an integrated framework must be set up;

**NOW THEREFORE**, I, **NELSON S. LEGACION**, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. CREATING THE ONE-STOP SHOP FOR MANAGEMENT OF  
LOCALLY STRANDED INDIVIDUALS AND PERSONS WITH NON-  
ESSENTIAL INTER-PROVINCE TRAVEL.** The One-Stop Shop for Management of Locally Stranded Individuals and Persons with Non-essential Inter-Province Travel is hereby created with the following composition:

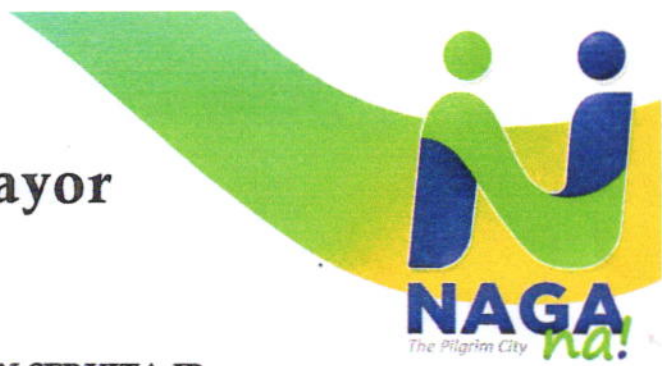
**CHAIRPERSON:** **MR. ERNESTO T. ELCAMEL**  
Chief-of-Office  
City Disaster Risk Reduction and Management Office

**MEMBERS:** **DR. VITO C. BORJA II**  
Department Head  
City Health Office

**ANNABEL SJ. VARGAS**  
Department Head  
City Social Welfare and Development Office



Republic of the Philippines  
**Office of the City Mayor**  
City of Naga, 4400



**PCOL FELIX N SERVITA JR**  
Director  
Naga City Police Office

**DIR. LINO RUPERTO R. BONCODIN JR.**  
Director  
Department of the Interior and Local Government-  
Naga City

**SECTION 2. FUNCTIONS.** The One-Stop Shop shall perform the following duties and obligations:


- i. Provide prompt and efficient assistant to LSIs who wish to go back to their hometowns and to persons with non-essential travel to places outside Camarines Sur, particularly in securing Medical Clearance Certificate and Travel Authority;
- ii. Develop localized processing system that is consistent with relevant guidelines issued by the national government and ordinances enacted by the Sangguniang Panlungsod;
- iii. Establish Hotline Numbers to be published on the website and social media accounts of the City Government of Naga;
- iv. Render periodic reports to the City Mayor; and,
- v. Perform such other functions as directed by the City Mayor.


**SECTION 3. LOCATION OF THE ONE-STOP SHOP.** The One-Stop Shop shall be set up at People's Hall, G/F City Hall Main Building, City Hall Compound, Juan Miranda Avenue, Concepcion Pequeña, Naga City. The offices mentioned above shall designate personnel to handle the day-to-day operations of the One-Stop Shop.

**SECTION 4. EFFECTIVITY.** This Executive Order shall take effect immediately.

Issued this 4<sup>th</sup> day of June, Two Thousand and Twenty in the City of Naga, Philippines.

Attested by:

  
**FRANCISCO M. MENDOZA**  
Acting City Administrator

  
**NELSON S. LEGACION**  
City Mayor