



**JOINT MEMORANDUM CIRCULAR NO. 1**  
**Series of 2022**

**SUBJECT: STREAMLINING REQUIREMENTS AND PROCESSES FOR TRAVEL THROUGH THE ADOPTION, IMPLEMENTATION, AND INSTITUTIONALIZATION OF THE S-PASS AND AN INTEROPERABLE CONTACT TRACING APPLICATION IN ALL LOCAL GOVERNMENT UNITS (LGUs) AND PORTS AND THROUGH THE INTEGRATION OF RELEVANT INFORMATION SYSTEMS IN THE COVID-19 RESPONSE NETWORK**

**DATE:** MARCH 03, 2022

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**SECTION 1. BACKGROUND**

- 1.1 Due to the pandemic, travel restrictions were imposed to mitigate the spread of Coronavirus Disease 2019 (COVID-19) in the country. For a span of time, only essential movements domestically and internationally were allowed. Checkpoints and contact tracing systems were used in order to monitor the movement of people to facilitate detection, isolation, testing and treatment of cases. As the Philippines gradually transitions to reopen the economy, the government establishes travel rules and requirements.
- 1.2 On 26 February 2021, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID), through IATF Resolution No. 101, s 2021, approved the uniform travel protocols for land, air, and sea of the Department of the Interior and Local Government (DILG). This resolution stipulates the minimum public health standards and rules of conduct to be followed when travelling.
- 1.3 One of the most affected industries due to the COVID-19 pandemic is tourism. As a response to this, the Department of Tourism (DOT) crafted the Tourism Response and Recovery Plan (TRRP) which not only aims to help tourism enterprises and displaced workers, but also to regain the confidence of the travelling public. With the Safe, Swift, and Smart Passage (S-PaSS) Travel

Management System, local travel will be facilitated and coordinated efficiently. This will also provide LGUs with real-time monitoring of all incoming travelers.

- 1.4 In a 2020 study conducted by the DOT entitled "*The Evolving Landscape of Domestic Travel in the Philippines*" which surveyed 7, 243 respondents in 2020, one of the key findings was that 81% of the respondents answered that varying LGU requirements are the most inconvenient protocol to follow. In order to aid the recovery of the tourism industry and regain the confidence of the public in travelling in the New Normal, there is a need to create a unified and standardized system incorporating health and safety protocols, local travel restrictions and documentary requirements, and contact tracing, monitoring and reportorial requirements, to be adopted, implemented, and institutionalized by all LGUs.

## **SECTION 2. PURPOSE**

The overall objectives of this Joint Memorandum Circular (JMC) are the following:

- 2.1. To mandate all Local Government Units (LGUs) and all Ports of entry and exit to adopt and institutionalize the use of S-PaSS and an interoperable Contact Tracing (CT) application in their respective territorial jurisdictions;
- 2.2. To integrate existing LGU and private run travel monitoring system to the S-PaSS; and
- 2.3. To streamline requirements and processes for domestic or local travel through the integration and interconnection of relevant information systems in the COVID-19 response network, such as but not limited to S-PaSS, StayStafe PH, VaxCertPH, COVID Document Repository System (CDRS), Traze App, and One Health Pass.

## **SECTION 3. COVERAGE**

- 3.1. All Provincial Governors, City and Municipal Mayors, Local Sanggunians, Barangay Officials, and concerned government officials and employees of DILG, DOT, Department of Transportation (DOTr), Department of Science and Technology (DOST), Department of Information and Communications Technology (DICT) and the Department of Health (DOH).
- 3.2. All officials, units, and personnel of the Philippine National Police (PNP), Philippine Coast Guard (PCG), Civil Aviation Authority of the Philippines (CAAP) or any other government agency, which operates checkpoints and borders in the Philippines.



## SECTION 4. LEGAL BASES

- 4.1. Presidential Proclamation Nos. 922 (s. 2020) and 1021 (s. 2020) declared a State of Public Health Emergency and an extension of the State of Calamity, respectively, throughout the Philippines due to the COVID-19 pandemic and enjoined all government agencies to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response measures to eliminate the COVID-19 threat.
- 4.2. Section 3 (c) and (j) of Republic Act (R.A.) No. 11494 or the "*Bayanihan to Recover as One Act*" declared the policy of the State to sustain efforts to prevent, detect, isolate, treat and reintegrate COVID-19 cases to mitigate the transmission of the disease and prevent further loss of lives; and to optimize the use of science, technology and innovation in government's response measures.
- 4.3. Executive Order No. 168 s. 2014 created the Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines (IATF-EID) which has the power to: (1) establish a system to identify, screen, and assist Filipinos suspected or confirmed to be infected with EID and (2) prevent and/or minimize the local spread of EID in the country through the establishment or reinforcement of a system in screening possible patients infected with EID, contact tracing, identification of the mode of exposure to the virus, and implementation of effective quarantine and proper isolation procedures.
- 4.4. The IATF issued IATF Resolution No 25 s. 2020, amending Paragraph (B) of IATF Resolution No. 22, directing the DILG, in coordination with local government units, to lead the contact tracing efforts of the government, and for DOH and DILG to enter into a data-sharing agreement (DSA) in accordance with Republic Act No. 10173 or the *Data Privacy Act*.
- 4.5. The IATF issued IATF Resolution No 101 s. 2021 which approved the uniform protocols for land, air, and sea of the DILG, in close coordination with the Union of Local Authorities of the Philippines, League of Provinces of the Philippines, League of Municipalities of the Philippines, and the League of Cities of the Philippines. The uniform travel protocols shall be applicable to all LGUs and may be further refined and/or amended jointly by the DILG, DOH, DOT, DOTr, DOST, and the PNP without further need of an IATF issuance. The following are its salient provisions:
  - 4.5.1. On Testing and Quarantine
    - a. Testing shall not be mandatory for traveler except if the LGU of destination (province with respect to their municipalities and component cities, and highly urbanized cities [HUCs] and independent component cities [ICCs]) will require testing as a requirement prior to travel, and such shall be limited to RT-PCR;



- b. No traveler shall be required to undergo quarantine unless they exhibit symptoms upon arrival at the LGU of destination.

**4.5.2. On Documentary Requirements**

- a. Travel Authority issued by Joint Task Force COVID Shield and health certificates shall no longer be required.
- b. Authorized Persons Outside of Residence (APORs) from National Government Agencies (NGAs) and their attached agencies must provide their identification card, travel order, and travel itinerary, and must pass symptom-screening at ports of entry and exit pursuant to IATF Resolution No. 98-A issued on February 4, 2021.

**4.5.3. On Information and Communication Technology Solutions**

- a. Institutionalization of the S-PaSS Travel Management System of DOST as the one-stop-shop (OSS) application/communication for travelers.

- 4.6.** Section 16 of R.A. No. 7160 otherwise known as the "*Local Government Code of 1991*" mandates that every local government unit shall exercise the powers expressly granted, those necessarily implied, therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare.

- 4.7.** DILG Memorandum No. 2021-075 or the "Implementation on the Use of StaySafe.Ph for Cities and Municipalities" mandated all Cities and Municipalities without existing contact tracing applications to adopt and use StaySafe.Ph application or the scaled-up CT application in their areas of jurisdiction.

- 4.8.** Section 6 (j) and (l) of R.A. No. 9593 otherwise known as the "*The Tourism Act of 2009*" gives DOT the following powers, among others:

- 4.8.1.** Monitor conditions of any community in the Philippines and, in consultation with the LGUs and law enforcers, issue timely advisories on the safety or viability of travel to particular places within the Philippines and on patronage of entities engaged in tourism related activities and of tourism products;

- 4.8.2.** Formulate and promulgate, in consultation with the LGUs, the private sector industries and other tourism stakeholders, rules and regulations governing the operation and activities of all tourism enterprises, including but not limited to a national standard for licensing, accreditation, and classification of tourism enterprises, prescribing therein minimum levels of operating quality and efficiency for their operation in accordance with recognized international standards, impose reasonable penalties for violation of accreditation policies and recommend to the LGUs concerned the suspension or prohibition of a tourism enterprise.

- 4.9. Section 3, Rule III of the Implementing Rules and Regulations of RA No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", states that the Anti-Red Tape Authority (ARTA) shall adopt the Whole-of-Government Approach in the streamlining of government services to ensure that its function, pursuant to Section 17 (a) and (f) of the Act to implement and oversee a national policy on anti-red tape and ease of doing business and to recommend policies, processes and systems to improve regulatory management to increase the productivity, efficiency, and effectiveness of business permitting and licensing agencies, respectively, shall be achieved.
- 4.10. IATF Resolution No. 116 dated May 20, 2021 mandated the DICT and DILG to issue a policy to ensure that all contact tracing applications are interoperable; DICT to serve as the lead in national interoperability pursuant to IATF Resolution No. 109.

## **SECTION 5. DEFINITION OF TERMS**

- 5.1. **Contact Tracing (CT) Application** – refers to a digital health tool that is intended to support manual contact tracing activities for COVID-19
- 5.2. **Inter-Agency Task Force for the Management of Emerging Infectious Diseases or IATF** – a task force organized by the executive of the Philippine government to respond to affairs concerning emerging infectious diseases in the Philippines.
- 5.3. **Interoperable Contact Tracing (CT) Application** – refers to the ability of different contact tracing applications to process, share, and exchange data cohesively.
- 5.4. **Locally Stranded Individuals** – refers to Filipino Citizens who, while engaging in a temporary undertaking outside the locality of their place of residence, were stranded and unable to return to their residence upon the imposition of local travel restriction pursuant to community quarantine guidelines starting March 15, 2020, and such categorization shall terminate until such time that local travel restrictions have been lifted.
- 5.5. **Quarantine** – refers to the separation and movement restrictions of people who were exposed to a contagious disease to see if they become sick.
- 5.6. **Safe, Swift, and Smart Passage (S-PaSS) Travel Management System** – a travel management system that can facilitate local travel where the public can access information on travel restrictions implemented by different Local Government Units (LGU) due to the COVID-19 pandemic.
- 5.7. **StaySafe.ph** – a community-driven contact tracing, health condition reporting and social distancing system being adopted by LGUs.



## **SECTION 6. INSTITUTIONALIZATION AND ADOPTION OF S-PASS AND AN INTEROPERABLE CONTACT TRACING APPLICATION**

### **6.1. *General Guidelines in the Institutionalization and Adoption of S-PASS***

IATF Resolution No. 101 s.2021 institutionalized the S-PaSS Travel Management System of DOST as the one-stop-shop application/communication for travelers. Pursuant thereto and subject to prevailing IATF resolutions governing travel protocols and requirements, all LGUs are mandated to institutionalize and use the S-PaSS to facilitate travel to areas within their jurisdiction.

For LGUs that already have an existing travel management application and has not yet integrated their existing system with the S-PASS, the Travel Policy of their LGU will be set as Unrestricted on the S-PASS and their accounts will be activated with instructions on their travel policies and information on their hotline numbers.

#### **6.1.1. LGU Travel Information and Requirements.** LGUs are mandated to:

1. Provide all the requirements for the issuance of a travel pass/permit on the S-PaSS;
2. Make available and regularly update information regarding their travel restrictions on the S-PaSS, including the contact number/s of the LGU;
3. Ensure that the requirements for the travel pass/permit are compliant with the minimum requirements mandated by the IATF; and
4. Ensure that no additional requirements other than those provided in the S-PaSS are imposed or requested from applicants for travel pass/permit.

**6.1.2. Processing of Applications through the S-PaSS.** LGUs shall receive application and process application data for the issuance of a travel pass/permit through the S-PaSS. The processing time to approve or disapprove the application shall **not exceed twenty-four (24) hours**. LGUs are mandated to act on the applications submitted through the S-PaSS every day of the week, including weekends.

**6.1.3. Automatic Approval.** In case of failure by the LGU to approve or disapprove the application for travel pass/permit within 24 hours, the application shall be deemed approved, *provided*, that the applicant has submitted all the required documents, as indicated in the S-PaSS.

Applicants whose applications are automatically approved may already proceed to the LGU of their destination. They shall only be required to present on-site the proof of submission of the application on the S-PaSS and copy of the documentary requirements. Applicants whose application

for travel pass/permit has been automatically approved shall be allowed to enter the LGU upon presentment of the foregoing; *provided*, that the applicant has passed the mandatory health assessment.

- 6.1.4. **Pass-Through IDs.** Pass-Through IDs generated by the S-PaSS, upon compliance with the travel requirements of the LGU that has jurisdiction over the point of destination, will be honored by LGUs where the applicant/traveler will pass-through on the way to the point of destination. Only the travel requirements of the LGU that has jurisdiction over the point of destination shall be complied with by the applicant/traveler.

The applicant/traveler shall not be required to comply with the travel requirements of the LGU/s that has jurisdiction over the areas where the applicant/traveler will merely pass-through: *Provided*, that pass-through covers only short periods of stay for purposes of stopover/ layover that do not exceed an 8-hour period (or less), unless a longer period of stay is necessary for justifiable grounds.

- 6.1.5. **Traveler Help Desk.** All LGUs are mandated to setup a Traveler Help Desk to assist their constituents who don't have the resources to apply on their own as well as answer all queries and concerns regarding travel protocols, requirements, and other information relative thereto. LGUs shall likewise ensure that they have a working local hotline, preferably a cellphone number, that may be used by travelers to contact the LGU.

**6.2. General Guidelines in the Institutionalization and Adoption of an Interoperable Contact Tracing Application**

- 6.2.1. Pursuant to IATF Resolution No. 116 s. 2021, the DICT, DOH, and DILG shall issue a Joint Administrative Order that shall facilitate the interoperation of all existing contact tracing applications with one another. LGUs, government offices, and private establishments that are maintaining their own unique COVID-19 Contact Tracing (CT) application shall ensure that that the same is interoperable with the StaySafe.Ph which is the official social distancing COVID-19 health condition reporting and contact tracing system.
- 6.2.2. LGUs without any existing CT application are directed to use the StaySafe.Ph in their area of jurisdiction, pursuant to DILG Memorandum No. 2021-075. In this regard, LGUs shall issue an ordinance encouraging their constituents as well as all government offices and private establishments within their area of jurisdiction to further utilize the modules of the StaySafe.Ph.



**6.3. Roles and Responsibilities of Relevant Government Agencies.** The roles and responsibilities of government agencies and offices involved in the institutionalization of S-PaSS and an interoperable CT application are as follows:

**6.3.1. Department of Science and Technology (DOST)**

- 6.3.2.1. DOST shall serve as the overall program owner and lead implementor of all activities relative to the S-PaSS until such time that it is turned over to the appropriate government agency.
- 6.3.2.2. Assist DILG, DOTr, and DICT in the roll-out and implementation of the S-PaSS and any Interoperable CT application in all LGUs, Terminals, Ports, and Airports.
- 6.3.2.3. Provide necessary information materials that can be used for the roll-out/training of LGUs and for the drafting of supplemental Memorandum Circular of DILG directing all local government units to adopt and institutionalize the use of S-PaSS.
- 6.3.2.4. Assist DILG in the crafting and implementation of a communications plan for the S-PaSS to ensure the use of the system by all LGUs and travelers traversing various LGUs.
- 6.3.2.5. Provide S-PaSS accounts to all concerned agencies manning ports and borders to enable scanning points for inbound and outbound travelers for land, sea, and air travel.

**6.3.2. Department of the Interior and Local Government (DILG)**

- 6.3.2.1. Ensure that all LGUs adopt the use of S-PaSS and an Interoperable CT application and provide assistance to the DOST in activities relative to the implementation of the S-PaSS.
- 6.3.2.2. Release a supplemental memorandum circular that shall:
  - a. Direct all LGUs to adopt and institutionalize the use of S-PaSS;
  - b. Reiterate the provisions of this JMC for compliance by the LGUs;
  - c. Provide guidelines for DILG-Regional Offices and LGUs on the performance of their functions relative to the implementation of the systems; and
  - d. Designate a Regional Focal Person for each DILG – Regional Office for the easy communication and implementation of the provisions of this JMC.



- 6.3.2.3. In coordination with the signatory agencies of this JMC, conduct a series of consultation with public and private stakeholders, including local government units, to ensure the feasibility, possible effects both intended and unintended, and gather necessary insights to further enhance the implementation of this JMC.
- 6.3.2.4. In cooperation with DOST, conduct the roll-out and training on the usage and implementation of the S-PaSS to all LGUs.
- 6.3.2.5. In cooperation with DOST, Leagues of Local Governments<sup>1</sup> and other concerned agencies, craft a communications plan to ensure that the public is aware of and use of the S-PaSS and the interoperable CT applications whenever they travel locally.
- 6.3.2.6. Release a Memorandum Circular providing for policies and operational guidelines, mandating the PNP and PCG, on the use of S-PaSS and the interoperable CT applications and check compliance therewith by travelers. DILG, in coordination with DOST, shall likewise endeavor to orient and capacitate the PNP and PCG on the functions and uses of this system.

### **6.3.3. Anti-Red Tape Authority (ARTA)**

- 6.3.3.1. Assist DILG and DOST in the strict implementation of this JMC.
- 6.3.3.2. Serve as the coordinating body for the implementation of the JMC.
- 6.3.3.3. In case of inordinate delay or failure to act on the applications lodged through the S-PaSS within the processing time provided herein, to investigate and file appropriate charges with recommendation for preventive suspension of erring government officials/personnel responsible.
- 6.3.3.4. Assist and coordinate with DOST on the issuance of the appropriate automatic approval of S-PaSS applications exceeding the 24-hour prescribed processing time.
- 6.3.3.5. Coordinate with DILG for the necessary investigation and appropriate action against non-compliant LGUs.

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<sup>1</sup> Union of Local Authorities of the Philippines (ULAP), League of Provinces of the Philippines (LPP), League of Cities of the Philippines (LCP), League of Municipalities of the Philippines (LMP), and Liga ng mga Barangay (LnB).

- 6.3.3.6. In coordination with the signatory agencies of this JMC, conduct a series of consultation with public and private stakeholders to ensure the feasibility, possible effects both intended and unintended, and gather necessary insights to further enhance the implementation of this JMC.

#### **6.3.4. Department of Tourism (DOT)**

- 6.3.4.1. Encourage DOT-accredited establishments to implement the use of any interoperable contact tracing application.
- 6.3.4.2. Inform all DOT-accredited enterprises to coordinate concerns and/or inquiries regarding travel protocols and the use of S-PaSS and an interoperable CT application to the established Local Travel Help Desk in each LGU.
- 6.3.4.3. Advise all DOT-accredited enterprises to inform their guests of the use of S-PaSS and provide necessary information regarding the travel documents required by the LGU where the establishment is located, if needed.
- 6.3.4.4. Assist DILG and DOST in the crafting of the communications plan for S-PaSS and promote the same to all stakeholders in the travel and hospitality sector to ensure widest dissemination of the existence and function of the system.
- 6.3.4.5. In coordination with the signatory agencies of this JMC, conduct series of consultations with public and private stakeholders and LGUs to ensure the feasibility, address possible concerns, and gather necessary insights to further enhance the implementation of this JMC.

#### **6.3.5. Department of Health (DOH)**

- 6.3.5.1. Mandate all Centers for Health and Development (CHDs) to coordinate with LGUs to institutionalize the use of any interoperable CT application in all hospitals, laboratories, and diagnostic clinics within their jurisdiction.
- 6.3.5.2. Coordinate with the Food and Drug Administration (FDA) to mandate the use of any interoperable contact tracing application to pharmacies or drug outlets/establishments.



#### **6.3.6. Department of Transportation (DOTr)**

- 6.3.6.1. Mandate all terminals, ports, and airports to check for approved S-PaSS Travel Permits from passengers going to other places using the S-PaSS QR Scanner for Authorities and mandate the same to adopt the use of an Interoperable Contact Tracing application.
- 6.3.6.2. Establish at least two (2) Scan Points per terminal, seaport, and airport; one (1) for Inbound and one (1) for Outbound Travelers
- 6.3.6.3. Coordinate with the DICT to ensure free internet connectivity to key land, air, and sea entry and exit ports.
- 6.3.6.4. Release a Memorandum Circular to LTFRB, CAAP, and PPA to inform all its officials, units, and personnel of the use of S-PaSS and an interoperable CT application and orient the same on the functions and uses of these systems.
- 6.3.6.5. In coordination with the signatory agencies of this JMC, conduct a series of consultation with public and private stakeholders, including Transport Groups, to ensure the feasibility, possible effects both intended and unintended, and gather necessary insights to further enhance the implementation of this JMC.

#### **6.3.7. Department of Information and Communications Technology (DICT)**

- 6.3.7.1. Assist DILG, DOST, and DOTr, in the roll-out and implementation of the S-PaSS and any interoperable CT application in all LGUs, Terminals, Ports, and Airports.
- 6.3.7.2. Provide necessary information materials that can be used for the roll-out/training of LGUs and for the drafting of supplemental Memorandum Circular of DILG directing all local government units to adopt and institutionalize the use of any interoperable CT application.
- 6.3.7.3. Pursuant to IATF Resolution No 116, issue the Joint Administrative Order (JAO) on the interoperability of all CT applications and roll-out the same in coordination with DILG, DOTr, and DOT.
- 6.3.7.4. In cooperation with DOTr, identify and provide internet connectivity to terminals, seaports, airports, and borders that have no internet service providers.

### **6.3.8. League of Local Governments (ULAP, LPP, LCP, LMP, and LnB)**

- 6.3.8.1. Assist DILG in the roll-out and implementation of this JMC.
- 6.3.8.2. Promote compliance and participation of all Chapters and members of the Leagues of Local Governments to this JMC.
- 6.3.8.3. Conduct advocacy campaign to increase the awareness of their constituents on the importance and utilization of S-PaSS and an interoperable CT application.
- 6.3.8.4. Assist DILG and DOST in the conduct of consultations regarding the implementation and adoption of the S-PaSS and the interoperable CT applications.

## **SECTION 7. INTERCONNECTION AND/OR INTEGRATION OF RELEVANT INFORMATION SYSTEMS IN THE COVID-19 RESPONSE FRAMEWORK**

- 7.1.** To ensure the seamless domestic or local travel, all implemented information systems in the COVID-19 response network for contact tracing and issuance of necessary permits or certifications required for travel, such as but not limited to the S-PaSS, StayStafe.PH, VaxCertPH, COVID Document Repository System (CDRS), Traze App, and One Health Pass, shall be made interconnected and/or interoperable.

Subject to prevailing IATF regulations/resolutions, agencies who are the system owners of the foregoing systems shall streamline processes to connect domestic or local travel protocols and procedures, encompassing travel protocols implemented by national government agencies and LGUs.

- 7.2. Data Sharing.** Subject to Republic Act No. 10173 or the Data Privacy Act of 2012, agencies who are the system owners of the foregoing information systems shall undertake to integrate or enable the data provided by applicants and recorded in their systems accessible by the other systems to ensure that documents and information already submitted by an applicant in their system will no longer be required or submitted again in another system. As such, said agencies may enter into data sharing agreements.
- 7.3. Roles and Responsibilities of Agencies.** To ensure the seamless interconnection and/or integration of the relevant information systems in the COVID-19 Response Network, DICT, DOST, and DILG shall perform the following roles and responsibilities:



### **7.3.1. Department of Information and Communications Technology (DICT)**

- 7.3.1.1. Spearhead all efforts in the integration and interconnection of the different systems and applications related to travel.
- 7.3.1.2. Coordinate with the concerned agencies handling the systems and applications identified for integration and interconnection and facilitate the necessary pre-requisites and steps for the integration or interconnection.
- 7.3.1.3. Pursuant to IATF Resolution No 116 s. 2021, issue the Joint Administrative Order for the interoperability of the different CT applications and implement the same, in cooperation with DILG and DOH.
- 7.3.1.4. In cooperation with other concerned agencies, identify possible applications and systems, not herewith stated, that should be integrated with one another for easier facilitation of travel.
- 7.3.1.5. In cooperation with other concerned agencies, ensure that all system and application integration and interconnect are compliant to the Data Privacy Act of 2012.

### **7.3.2. Department of Science and Technology (DOST)**

- 7.3.2.1. Coordinate with DICT for the integration of the S-PaSS with the VaxCertPH to facilitate the recognition by S-PaSS of the Vaccine Certificates generated through the VaxCertPH.
- 7.3.2.2. Coordinate with DOH and DICT for the interconnection of the S-PaSS with the CDRS for the automatic uploading of COVID-19 laboratory test results directly in the S-PaSS.
- 7.3.2.3. Assist DILG and DICT in the harmonization of the S-PaSS with similar systems currently being implemented by LGUs.

### **7.3.3. Department of the Interior and Local Government (DILG)**

- 7.3.3.1. Assist DICT for the implementation of the Joint Administrative Order mandating the interoperability of CT applications.
- 7.3.3.2. Assist DICT in coordinating with LGUs who are implementing their own CT applications so that the same can be made interoperable or interconnected with other CT applications.

- 7.3.3.3. Assist DOST in coordinating with LGUs who are implementing their own Travel Permitting System so that the same can be integrated or interconnected with the S-PaSS.

## **SECTION 8. OVERSIGHT COMMITTEE ON TRAVEL IN THE NEW NORMAL**

- 8.1. An Oversight Committee on Travel in the New Normal shall be created which shall be composed of the member agencies of the Inter-Agency Task Force – Sub Technical Working Group on Local Travel and ARTA. It shall be chaired by DILG, the Chairperson of the IATF-STWG on Local Travel, and shall be Co-Chaired by ARTA. It shall have as members the head of the agency or an authorized representative with rank no lower than an Assistant Secretary.

The Oversight Committee shall perform the following functions:

- a. To monitor compliance with the use of S-PaSS and an interoperable CT application by all LGUs;
- b. Review applicability of this JMC and recommend policies to improve the standards set therein;
- c. Ensure the facilitation of data sharing agreements among agencies whose systems and processes will be streamlined and interconnected or integrated; and
- d. Undertake measures necessary to implement and enforce the standards set in the JMC.

- 8.2. **Roles and Responsibilities of Oversight Agencies.** In order to monitor compliance by all LGUs with this JMC, the members of the oversight committee shall perform the following roles and responsibilities:

### **8.2.1. DILG Regional and Field Offices**

- 8.2.1.1. In cooperation with each LGU's Committee on Anti-Red Tape (CART) and the established Traveler Help Desk, act on complaints received with regard to the inaction of LGUs on S-PaSS application.
- 8.2.1.2. In cooperation with DOH, monitor whether the travel requirements being implemented in the S-PaSS are updated and consistent with IATF Guidelines. The same should be reported to the Regional – IATF thru the DILG Province/Region for proper action.
- 8.2.1.3. Assist LGUs in the roll-out and monitoring of the use of an interoperable CT application in all establishments in their jurisdiction.



- 8.2.1.4. Submit reports on the status of the implementation of the use of an interoperable CT application in all establishments, business, and buildings in their jurisdiction to DILG – Central Office.
- 8.2.1.5. Ensure the widest dissemination of this JMC and all issuances related to S-PaSS, StaySafe.Ph, and other interoperable CT applications and monitor LGUs' compliance/implementation thereof.

#### **8.2.2. DILG- Central Office**

- 8.2.2.1. Develop a compliance framework to monitor the implementation of both the S-PaSS and an interoperable CT application in all LGUs as mandated by this JMC and related issuances.
- 8.2.2.2. Together with DOST, continuously monitor the updating of travel requirements shown in S-PaSS and the processing of travel applications in the S-PaSS, ensuring that the system always shows the most current and updated information and that complete application shall be acted upon within 24 hours.

#### **8.2.3. Anti-Red Tape Authority (ARTA)**

- 8.2.3.1. Assist and coordinate with DOST on the issuance of the appropriate automatic approval of S-PaSS applications exceeding the 24-hour prescribed processing time.
- 8.2.3.2. Coordinate with DILG on the investigation of LGUs that are non-compliant with this JMC.
- 8.2.3.3. Investigate inordinate delays and non-action on applications lodged in the S-PaSS.

#### **8.2.4. Department of Science and Technology (DOST)**

- 8.2.4.1. Until such a time that the S-PaSS is fully turned over to the appropriate government agency, DOST shall continue to monitor the on-boarding of all LGUs and their inaction on all applications in the system.
- 8.2.4.2. Create a viewing account for the DILG and other duly designated monitoring agencies to allow them to monitor the on-boarding of LGUs and the processing of travel permit applications.
- 8.2.4.3. Refer complaints regarding inaction or delayed processing of applications in the S-PaSS to ARTA.

- 8.2.4.4. Together with DILG and DOH, continuously monitor the updating of travel requirements shown in S-PaSS and the processing of travel applications in the S-PaSS, ensuring that the system always shows the most current and updated information and that no complete application takes more than 24 hours to be approved.

**8.2.5. Department of Tourism (DOT)**

- 8.2.5.1. Monitor the updating of travel requirements in key destinations shown on the S-PaSS.

**8.2.6. Department of Health (DOH)**

- 8.2.6.1. CHDs through their Regional Epidemiology Surveillance Units (RESUs) and in partnership with City, Municipal, and Provincial ESUs, shall provide the reports generated from the systems, in compliance with the Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act otherwise known as Republic Act No. 11332.

**8.2.7. Department of Transportation (DOTr)**

- 8.2.7.1. Monitor compliance and capacitate all terminals, ports, and airports on the implementation of the S-PaSS and an interoperable CT application.

**SECTION 9. SEPARABILITY CLAUSE**

If any section or part of this JMC is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

**SECTION 10. EFFECTIVITY**

This Joint Memorandum Circular shall take effect immediately after filing of three (3) certified true copies with the Office of the National Administrative Register, University of the Philippines Law Center, and published in the Official Gazette or in a newspaper of general circulation.

Provisions of this JMC pertaining to the S-PaSS shall cease to have any force and effect immediately after the Declaration of State of Public Health Emergency throughout the Philippines due to Covid-19 has been lifted. Personal and/or confidential information collected through the S-PaSS shall likewise be deleted upon the cessation of the use of the same, in accordance with Republic Act No. 10173 or the Data Privacy Act of 2012.



## SECTION 11. APPROVING AUTHORITY

Digitally  
signed by  
Belgica  
Jeremiah  
Banta

**JEREMIAH B. BELGICA**  
*Director General*  
Anti-Red Tape Authority



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**EDUARDO M. AÑO**  
*Secretary*  
Department of the Interior and Local  
Government



**ARTHUR P. TUGADE**  
*Secretary*  
Department of Transportation



**FORTUNATO T. DELA PEÑA**  
*Secretary*  
Department of Science and Technology



**BERNADETTE FATIMA T.  
ROMULO-PUYAT**  
*Secretary*  
Department of Tourism



Digitally signed  
by Duque  
Francisco  
Tiongson III  
**FRANCISCO T. DUQUE III**  
*Secretary*  
Department of Health

Digitally signed  
by Caintic  
Emmanuel Rey  
Del Rosano

**EMMANUEL REY R. CAINTIC**  
*Acting Secretary*  
Department of Information and Communications Technology