



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

12 July 2021

OFFICE ORDER

No: **07107** 2021

Series of 2021

Subject:

**GUIDELINES ON THE EXTENSION OF NCMF SERVICES
ON THE ARRIVAL OF MORITS FROM ABROAD UNDER
COMMUNITY QUARANTINE AND/OR NATIONAL STATE
OF CALAMITY BROUGHT ABOUT BY EMERGING
INFECTIOUS DISEASES SUCH AS COVID-19**

I. RATIONALE

The NCMF under RA 9997 has the sole and special role to look after the welfare of the Muslim Filipinos. It is, thus, imperative that the morits or Muslim Filipino students abroad shall be given due attention in their return or repatriation to the Philippines while the country is under community quarantine that may prove to be challenging to returning/repatriating morits.

II. FORMATION AND COMPOSITION OF A NCMF TASK FORCE

A NCMF Task Force shall be formed to properly and efficiently address the needs of the returning/repatriating morits during community quarantine which shall be composed as follows:

Chairperson: Deputy Executive Director

Vice Chairperson (1): Director, Bureau of Muslim Settlement

Vice Chairperson (2): Concerned Regional Directors

Members:

Director, Bureau of Muslim Cultural Affairs

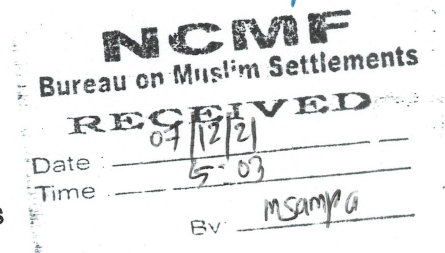
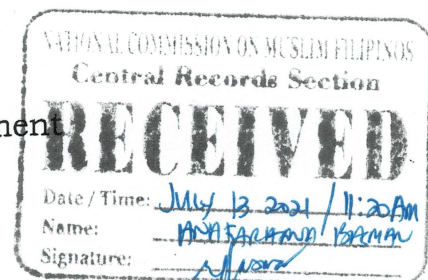
Director, Bureau of Muslim Economic Affairs

Director, Bureau of External Affairs

Director, Finance and Management Service

Director, Planning Service

Chiefs of the Concerned Regional Settlement Divisions



III. DUTIES OF MORITS

- a. The returning/repatriating morits shall give prior notice to the NCMF through the Office of the Deputy Executive Director (DED) and/ or Office of the Bureau Director, Bureau of External Affairs (BER) as to the date of arrival, flight number, airline carrier, terminal, country of origin, passport number and the number of accompanying morits to give way and time to the NCMF to properly coordinate with concerned agencies.

- b. The returning/repatriating morits shall abide, follow, and observe pertinent rules issued by private and public authorities such as but not limited to observing precautionary measures, mandatory protocols and requirements for travelers.

IV. RESPONSIBILITIES

Bureau of External Relations (BER): The BER shall be the communication arm of the Team and shall likewise receive and provide accurate information as regards the returning/repatriating morits. If necessary, the BER shall communicate with relevant agencies such as Department of Interior and Local Government (DILG), Department of Foreign Affairs (DFA), Department of Tourism (DOT), concerned Local Government Units (LGUs), Ninoy Aquino International Airport (NAIA), and other offices as to the concerns of the morits including convenient passage of the morits and availability of suitable quarantine facilities.

Bureau of Muslim Settlement (BMS) and Bureau of Muslim Cultural Affairs (BMCA): The BMS and BMCA shall supervise the operation in close coordination with the Chairman of the NCMF Task Force.

- a. The BMS is responsible for the consolidation of reports from the Concerned Regional Office to be submitted to the Chairman of the NCMF Task Force and to the Secretary.
- b. The BMCA shall be in-charge of the documentation of the arriving morits. This includes, but not limited to, gathering information from the returning/repatriating morits such as their point of origin, home province, and other pertinent data with adherence to the Data Privacy Act.

Concerned Regional Offices (CROs): The CROs shall be in charge of the operation on the ground as they serve as the frontline office of the NCMF. Hence, the CRO shall provide transportation and other logistics needs for the morits; coordinate with Department of Tourism (DOT) for the release of morits from airport to quarantine facilities and schedule of swab test and result (from accredited swab testing centers) and other concerned service office such as Department of Foreign Affairs (DFA), Local Government Units (LGU) and other office concerned in close coordination with BER. It is expected that CROs will weekly submit a report of activities to the Bureau of Muslim Settlement.

In relation to these guidelines, the Regional Office may adopt this composition:

Regional Head of Operation:

Regional Director

Members:

Chief of the Settlement Division
Chief of Muslim Cultural Affairs
Chief of Muslim Economic Affairs
Finance and Administrative Officer

The regional director, in coordination with the chief of each division, may likewise assign specific employees who are directly in-charge for assisting the morits. The list of employees shall be submitted to the Office of the Secretary and to the Office of the Executive Director as the Chairperson of the Team.

Bureau of Muslim Economic Affairs (BMEA): BMEA shall coordinate with persons and offices for the provision of halal food for the morits and shall be responsible for all matters relating to halal (halal food and halal or convenient facilities i.e. hotels).

Planning and Finance Management Service: The FMS and PS are responsible for speedy budgetary allocation and fund disbursement for the utilization of the NCMF Task Force.

V. HAZARD PAY

Qualified personnel may be entitled to hazard pay following the usual accounting and auditing guidelines and subsequent approval of the Secretary.

VI. FUNDING

Expenses related to these guidelines may be charged from the available funds of the Office, upon the discretion of the Secretary, subject to usual budgeting, accounting and auditing rules and regulations.

VII. REPEALING CLAUSE

All issuances inconsistent with this Office Order are hereby amended and/or superseded accordingly.

VIII. EFFECTIVITY

This Order shall take effect immediately.



SAIDAMEN B. PANGARUNGAN
Secretary