



November 27, 2020

**PPA MEMORANDUM CIRCULAR**  
**NO. 41 2020**

**TO :** Filipino Seafarers  
Shipowners/Local Manning Agencies/Ship Managers  
All Concerned

**SUBJECT :** Guidelines on the Availment of COVID-19 Testing for Returning  
Filipino Seafarers under Republic Act No. (RA) 11494

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**1. Legal Bases**

- 1.1 RA No. 11494 also known as the "Bayanihan To Recover As One Act" (Bayanihan Act 2).
- 1.2 DOTr Memoranda dated 17 September 2020 and 18 September 2020 on the Estimate Cost of COVID-19 Testing of Returning Filipino Seafarers from October to December 2020 and Assistance Plan for the Maritime Sector under Bayanihan Act 2, respectively.
- 1.3 Commission on Audit (COA) Circular No. 94-013 dated December 13, 1994 on the Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agency.
- 1.4 Item 3.0 of COA Circular No. 2012-001 dated June 14, 2012 as amended by COA Circular Nos. 2016-002 and 2017-002 dated May 31, 2016 and October 25, 2017, respectively, on the Revised Guidelines and Documentary Requirements for Common Government Transactions.

**2. Objectives**

- 2.1 To provide financial assistance to qualified Filipino seafarers through COVID 19 testing.
- 2.2 To define the responsibilities of the Philippine Ports Authority (PPA) as the implementing agency in the conduct of COVID-19 testing to returning Filipino Seafarers.
- 2.3 To provide the procedures to be observed in the management, utilization and liquidation of funds to be transferred by the Department of Transportation (DOTr) as source agency to PPA as implementing agency.

- 2.4 To ensure that the transferred funds are used only for the intended purpose/s, and that proper accounting and reporting are made on the utilization and liquidation of the funds.

### **3. Scope**

This Circular shall govern the provision of COVID 19 testing by PPA to qualified returning Filipino seafarers and the management, utilization and liquidation of funds incurred in the implementation of said COVID-19 testing.

### **4. General Guidelines**

- 4.1 Qualified returning Filipino seafarers may avail of COVID 19 testing being implemented by PPA through its selected service provider.
- 4.2 The funds to be used for this purpose shall be sourced from the funds to be transferred by DOTr as source agency to PPA as implementing agency, under the Bayanihan Act 2.
- 4.3 The funds that DOTr shall transfer to PPA are not in the form of subsidy to PPA's operations but correspond to DOTr's budget under the Bayanihan Act 2 in the amount of Php270 Million which shall be utilized solely for the testing expenses of returning Filipino seafarers.
- 4.4 The applicable provisions embodied in COA Circular No. 94-013 and Item 3.0 of COA Circular No. 2012-001, as amended, shall govern the grant, utilization and liquidation of funds transferred by DOTr to PPA under the Bayanihan Act 2.
- 4.5 In no case shall the funds be used other than the intended purpose of covering the COVID-19 testing expenses of returning Filipino seafarers. Any excess fund shall be refunded to DOTr upon completion of the program.

### **5. Seafarers Eligible and Condition for Availment**

- 5.1 Only inbound or returning Filipino seafarers who disembarked through Philippine ports and airports may avail of the COVID 19 testing under this Circular.
- 5.2 The COVID 19 testing shall be conducted by a service provider procured by PPA.

### **6. Responsibility of Concerned PPA Departments/Offices**

- 6.1 The **Treasury Department** shall open a separate account where the cash/money to be transferred by the DOTr shall be deposited clearly identifying that the account is intended for COVID-19 testing expenses of returning Filipino seafarers.



6.2 The **Controllership Department** shall perform the following:

- 6.2.1 Record cash/money received from the DOTr under the special account "Trust Liability – DOTr COVID-19 Testing for Returning Filipino Seafarers". It shall monitor the proper accounting of the funds in accordance with COA Circular 94-013 and other applicable government accounting and auditing rules and regulations.
- 6.2.2 Submit monthly the Report of Checks Issued and Report of Disbursements on the utilization of funds to DOTr, duly signed by the authorized officials.
- 6.2.3 Prepare all other documentary requirements compliant with existing government accounting rules and regulations on the liquidation of cash advance received for the program.

6.3 The **Administrative Services Department** shall be responsible for the following:

- 6.3.1 Facilitate the procurement of service provider that will conduct the COVID-19 testing on qualified returning Filipino seafarers within the period as may be determined in the Terms of Reference.
- 6.3.2 Coordinate and monitor the conduct of COVID-19 testing for the qualified returning Filipino seafarers at the designated testing facility.
- 6.3.3 Prepare the monthly report (Annex A) and other necessary supporting documents to be submitted to DOTr in the liquidation of funds for the COVID-19 testing of qualified returning Filipino seafarers.
- 6.3.4 Prepare the necessary documents (Budget Utilization Request, Disbursement Voucher, among others) in processing the claims of the service provider/supplier.

7. **Repealing Clause**

All PPA orders, rules and regulations, policies or circulars which are inconsistent herewith are hereby repealed or amended accordingly.

8. **Effectivity**

This Order shall take effect immediately after its publication.

  
**JAY DANIEL R. SANTIAGO**  
General Manager

Published in the Philippine Star on November 29, 2020

Date of Effectivity : November 30, 2020

**List of Returning Filipino Seafarers Examined for COVID-19**  
**For the Month of:** \_\_\_\_\_

Date	Name	Complete Address	Result	Signature
Total				

**Certified:**

Service Provider

Approved:

**Manager, Administrative Services Department**