



Republic of the Philippines  
**Bureau of Quarantine**  
Department of Health



**MEMORANDUM CIRCULAR**  
**No. 2022- 04**

**TO: ALL INTERNATIONAL MANNING AND SHIPPING AGENCIES OF CARGO AND CRUISE VESSELS, QUARANTINE MEDICAL OFFICERS, QUARANTINE NURSES AND ALL OTHER CONCERNED AGENCIES**

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**Director IV**

**SUBJECT: REVISED INTERIM GUIDELINES ON CREW CHANGE FOR CARGO AND CRUISE VESSELS FOR JOINERS/ ON-SIGNING CREW DURING COVID-19 PANDEMIC**

**DATE: March 22, 2022**

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In line with the government's effort to ease travel restrictions with continued implementation of proactive measures and restrictions to further strengthen border control, the BOQ in accordance with Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) resolutions and existing safety and health protocols established by the Department of Health (DOH), prescribes the following guidelines on crew change for cargo and cruise vessels for joiners /on-signing crew during the COVID\_19 pandemic.

**Documentary Requirements**

1. For vessels with Filipino offsigners: Crew Change Certificate/ Pre-Arrival Evaluation Certificate to be applied one week before arrival at [bit.ly/repateval2020](https://bit.ly/repateval2020)
2. For vessels with Foreign offsigners and/ or vessels with only onsigners: Attachment to NOA with the following information:
  - a. Name of crew
  - b. Nationality
  - c. Reverse Transcription - Polymerase Chain Reaction (RT-PCR) testing laboratory (if warranted)
  - d. Quarantine Facility (if warranted)
  - e. Country of destination/origin
  - f. Flight details

3. Negative Reverse Transcription - Polymerase Chain Reaction (RT-PCR) test taken within forty-eight hours (48hrs) prior to embarkation.
4. Properly filled out Health Declaration Form for COVID-19 done at One Stop Shop (OSS)
5. Proof of vaccination (must be fully vaccinated)
  - a) For Filipinos: International Certificate of Vaccination (ICV)
  - b) For Foreign National: Any verifiable proof of vaccination
6. Sign On Outbound Crew Compliance Certificate for Vessels issued by the QMO-on-duty after evaluation at OSS before embarkation.

#### **Specific Guidelines on Embarkation**

1. All seafarers and other personnel involved in crew change shall follow minimum public health standards which include proper wearing of face mask, physical distancing, hand hygiene, and observance of cough etiquette.
2. All operator/driver/crew of transport conveyances must follow minimum public health standards at all times when providing assistance to on-signing crew. Maintain physical distancing of at least one meter or provide a non-permeable barrier between assisting crew/personnel and on-signing crew. Proper zoning of conveyances must be implemented and monitored to ensure low to no risk of exposure.
3. It is recommended that assisting operator/driver/crew must be fully vaccinated and must undergo DOH- Accredited RT-PCR testing regularly or at least every seven (7) days c/o conveyance owner.
4. Transport conveyances should be disinfected prior and after transport of crew. The tug boat must have a valid Ship Sanitation Certificate.
5. Ship service providers, such as boarding agents and surveyors, must be fully vaccinated and must have recent proof of being COVID-free (RT-PCR taken within the last 7 days) or medical certificate (issued within 24hrs) prior to boarding the ship. They will be limited to stay on board for 8 hours only.