

JMG

Sent: Wednesday, January 25, 2017 2:45 PM
To: JMG
Cc: ferdinandsalcedo@yahoo.com; Ferchito Avelino; Ma.Luisa Villavicencio; Joanne Gonzales; alwyn asuncion
Subject: Referral Format as per BoQ Memorandum Circular 2016-007
Attachments: Referral Form Instructions.pdf; Referral Form Soft Copy.doc

Director Kato,

Good day!

Attached is the format in referring/endorsing seafarers for the required quarantine medical services, specifically in yellow fever, as per BoQ Memorandum Circular 2016-007 dated 13 October 2016.

Please take note that we also attached instructions on filling-up the said form. We observed that majority of the seafarers submit the referral form with BoQ details on the letter head. We also made some revisions on the signatory's details, we would like to emphasize that name of authorized personnel be printed/written with his/her designation in the company.

We would like also to reiterate the use of X marks, Nothing Follows, and bringing of authorization letter (for personnel not physically present, please also indicate reason for non-appearance, during the re-issuance of ICV cards) of the representative.

The format attached is in word document (.doc) format for our partners/ manning agencies to have efficient use of this form.

We look forward that this information be disseminated to your manning agencies.

Thank you for your continuous support to the Bureau of Quarantine.

God bless!

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