



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
Cagayan Economic Zone Authority

MANUAL OF OPERATIONS

Frontline Services

PART 1

INTRODUCTION

The purpose of this Cagayan Economic Zone Authority Operations' Manual (CEZAM) is to lay down the basic policies, practices and procedures to aid individuals, partnership or corporation who intend to do business at the Cagayan Economic Zone Authority and to promote efficient and effective management of the Services offered and conducted within the Cagayan Special Economic Zone and Free Port. This manual covers the Business Development and information Division, Labor and Employment and Productivity Office (LEPO), Engineering and Maintenance Department. Port Operation Division, among others.

DEFINITION OF TERMS AND ACRONYMS

For purposes of this Operations Manual, the terms used herein shall, unless the context indicates otherwise, be construed to mean as follows:

Articles - refers to any goods, wares, merchandise, raw materials, supplies, equipment, machinery, packaging materials and generally, anything that may under the Tariff and Customs Code of the Philippines, as amended, in consonance with the Rules of the CEZA, be made the subject of importation into or exportation from the CEZA.

Cagayan Economic Zone Authority (CEZA) – A body corporate established pursuant to RA 7922, otherwise known as the “Cagayan Special Economic Zone Act of 1995.”

CSEZFP – refers to Cagayan Special Economic Zone and Freeport, the separate customs territory defined in Section 3 of the Act as covering the entire area embraced by the Municipality of Sta. Ana and the islands of Fuga, Barit, and Mabbag in the Municipality of Aparri, all in the Province of Cagayan.

Certificate of Registration – refers to the certificate issued by the CEZA evidencing the registration of the business entity as a CEZA Enterprise.

Certificate of Residency – refers to the certificate issued by the CEZA evidencing the registration of a natural person as a CSEZFP Resident.

CEZA Registered Enterprise – refers to any sole proprietorship, partnership, corporation, association or other form of business entity, including the CEZA, locating in, and duly registered with and/or licensed by the CEZA to engage in any lawful economic activity inside the CSEZFP.

CWV - CEZA Working Visa

Customs – refers to the Philippine Bureau of Customs.

Customs Territory – shall mean the national territory of the Philippines outside of the proclaimed boundaries of the CSEZFP except those areas specially declared by other laws

and/or presidential proclamation to have the status of special economic zones and/or free ports.

Domestic Articles/Merchandise – refers to articles which are the growth, product or manufacture of the Philippines and upon which all national internal revenue taxes have been paid, if subject thereto, and upon which no drawback or bounty has been allowed, and articles of foreign origin on which all duties and taxes have been paid and upon which no drawback or bounty has been allowed, or which have previously been entered in the Customs Territory free of duties or taxes.

Export Product – shall mean the manufactured, processed and/or assembled physical products belonging to the class of products approved by the CEZA Board to be undertaken by the enterprise, including such packaging materials and containers as may be necessary to put the product into exportable form.

Foreign Articles/Merchandise – refers to articles of foreign origin on which duties and taxes have not been paid, or upon which a drawback or bounty has been allowed, or which have not been previously entered into the Customs territory, and articles which are grown, produced or manufactured in the Philippines on which not all national internal revenue taxes have been paid, if subject thereto, or if paid, upon which a drawback or bounty have been allowed.

Foreign National – refers to a natural person who is not a citizen of the Philippines or a juridical person organized, authorized, or registered under the laws of any foreign country.

Franchise – refers to the license granted to or conferred by CEZA upon any business establishment or person to operate or manage any public utility, gaming or any other business or income generating activity allowed by the Act or these Rules.

Freeport – an enclosed port or section of a port, municipality, city or province where all types of goods, articles, raw materials, equipment and/or finished products are received, used for manufacturing, traded, retailed, consumed or re-exported and shipped and/or transshipped free of customs duties and taxes.

Gross Income – for purposes of computing the special tax due under Section 4 of the Act refers to the definition prescribed under the Rules or Regulations promulgated by the Department of Finance (DOF) and/or the Bureau of Internal Revenue (BIR).

License – refers to the privilege or permit to carry on any business activity other than that requiring a franchise or a Certificate of Registration.

Permanent Resident Status – that conferred upon any foreign investor who establishes a business establishment within the CSEZFP and who maintains a capital investment of not less than One Hundred Fifty Thousand US Dollars (US\$ 150,000.00) or his or her spouse, dependents, and unmarried children below twenty-one (21) years of age.

Permit – a written warrant or license granted by one having authority.

Point of Entry – refers to any place designated by the CEZA where articles may be lawfully introduced into or removed from the CSEZFP or any part therein designated by the CEZA.

Prohibited Articles/Merchandise – shall refer to goods, wares, merchandise, equipment or machinery the importation of which is prohibited by law as enumerated in Section 102 Book 1 of Republic Act No. 1937, otherwise known as the Tariff and Customs Code of the Philippines, as amended by Presidential Decree No. 34, and such other goods or merchandise which may be prohibited by special laws or by the CEZA.

Transshipment – refers to the transport or shipment of articles or goods from a foreign port or any port within the Philippine Custom Territory into the CSEZFP strictly for subsequent shipment to a foreign port or any port within the Custom Territory where the manifest pertaining thereto specifically states that the destination therefor is for a foreign port or a port within the Custom Territory without introducing the same into the CSEZFP.

Working Visas – refers to that issued by CEZA to foreign nationals who possess highly technical skills which no Filipino citizen in Region 02 possesses, as certified by the Department of Labor and Employment. It also refers to that issued to foreign nationals who occupy top management or executive positions

The Cagayan Economic Zone Authority

The Cagayan Economic Zone Authority (CEZA) was created by virtue of Republic Act 7922, otherwise known as the “Cagayan Special Economic Zone Act of 1995. It is a government owned and controlled corporation mandated to manage the development of the Cagayan Special Economic Zone and Freeport (CSEZFP) covering the entire Municipality of Sta. Ana and the Islands of Fuga, Barit and Mabbag in the Municipality of Aparri in the Province of Cagayan.

The CSEZFP is being postured as the channel for development for agro-industrial, tourism and recreational center in Northern Philippines and will serve as an alternative transshipment hub for international trade.

Operation of Control and Supervision

The powers and functions of the CEZA are vested in the Board of Directors and exercised through appropriate authority by the Administrator and Chief Executive Officer of CEZA who is responsible to the CEZA Board and the President of the Philippines for the efficient management and operation of the CSEZFP.

PART 2
BUSINESS DEVELOPMENT AND INFORMATION DIVISION

CEZA Immigration Division:

OPERATIONAL POLICY

The following is the operational policy of the CEZA for the issuance of VISA in the CSEZFP-

1. The CEZA may allow the entry of foreign nationals, except those barred from entering in the Philippines, into the CSEZFP without visas for a maximum period of thirty (30) days, unless extended by the National Government; Provided, That such entry will be limited to tourism and business purposes only; Provided, further, That should the foreign national desire to extend his/her visit or to enter the Customs Territory, he/she must secure the necessary authorization or visa from the CEZA
2. The issuance of visas to, and control of the arrival or departure of persons, who seek to work and reside in the CSEZFP shall be applied outside the CSEZFP by the Bureau of Immigration and Deportation or the Department of Foreign Affairs to (a) Persons arriving in the Philippines from a foreign country destined for the CSEZFP; (b) Persons arriving in the Customs Territory from the CSEZFP destined to foreign countries; (c) Persons in the Customs Territory and whose work or residency visas were conferred by the CEZA under the authority of the Act, these Rules and other rules of the CEZA; (d) Spouse and minor children of foregoing.
3. CEZA is authorized to issue temporary work and residency visas to foreign nationals under the conditions and provisions of CEZA IRR. Upon application by the CEZA Enterprise, the CEZA may issue work visas valid for and renewable every two (2) years to foreign nationals who possess highly technical skills which no Filipino citizen within the CSEZFP possesses, as certified by the Department of Labor and Employment. Such visas may also be granted to foreign nationals occupying top management or executive positions in the CEZA Enterprise.
4. Temporary residency visas may be issued by the CEZA to any foreign national to whom a work visa has been issued and to his or her spouse and dependent children under 21 years of age. The temporary residency visas of the foreign national, spouse, and children are valid for residence either inside the CSEZFP or the Customs Territory during the period of validity of the work visa.
5. CEZA may grant a permanent residency status and visa to any foreign investor who establishes a business establishment within the CSEZFP and who maintains a capital investment of not less than One Hundred Fifty Thousand US Dollars (US\$ 150,000) along with his or her spouse, dependents, and unmarried children below twenty-one (21) years of age.

PROCEDURE:

CEZA WORKING VISA

The following shall be the Procedure in the Application of CEZA Working VISA

1. Secure the General Application Form (CIO Form No. 001) from the CEZA Official Website or from any of the following CEZA Offices:

Pasig City Office

7th Floor WESTAR Building
611 Shaw Boulevard Pasig City

Sta. Ana Office

Administration Building
Centro, Sta. Ana, Cagayan

For Foreign National who opted to apply for CWV at his/her country of residence he/she must secure Application Form from the Philippine Embassy or Consulate, the application will go through the same process as enumerated herein. The CWV shall be issued by the Philippine Embassy or Consulate upon approval.

2. Submit the documents for pre-screening to the frontline officer for processing.
3. Get the Order of Payment Slip (OPS).
4. Pay the required fees. (\$50 Processing Fee)
5. Submit copy of Official Receipt. (scanned or photocopy)
6. Proceed to CEZA CWV Division and submit requirements for I-Card application
7. Image and Fingerprint/Biometric Capturing; (Please refer to the Official Receipt for the schedule and venue of the hearing and Image and Fingerprint Capturing)
 - a. CEZA Immigration officer shall conduct the Image and Fingerprint/Biometric Capturing;
 - b. CEZA Immigration Officer shall input the captured data in the CEZA CWV and I-Card data base;

Note: Foreign National must appear personally for picture, biometrics and signature capturing;

8. First Assessment – CEZA Working Visa-Data Base
9. Second Assessment – CEZA I Card Data Base
10. Approval by CEZA Authorized Official
11. Final Assessment to be conducted by the Bureau of Immigration through its office at Aparri, Cagayan.
12. If approved, Foreign National shall surrender his/her passport for stamping of CWV Sticker and the Issuance of I-Card

CEZA ENTERPRISES REGISTRATION

a. Operational Policy

1. The CEZA shall established a mechanized guidelines and procedure for registration of all business enterprises or concerns applying for CEZA Enterprises, as well as for natural persons applying to be CSEZFP Residents.
2. The CEZA shall establish a One Stop Action Center (OSAC) to facilitate the registration, licensing and issuance of permits to CEZA Enterprises.

b. Eligibility and Condition of Registration:

Eligibility Requirement:

Any person, firm, association, partnership, corporation or any form of business organization, regardless of nationality, control and/or ownership of the working capital thereof, may apply for registration as a CEZA Enterprise in any area of economic activity, except only as is specifically limited by the Constitution. Other than the areas of investment where nationality requirements or foreign ownership or control are restricted by the Constitution, the nationally requirements imposed, or restriction on foreign ownership or control prescribed in the Foreign Investments Negative List (FINL) of RA 7042, otherwise known as “The Foreign Investments Act of 1991” and other laws which restrict foreign ownership or equity, shall not apply to CEZA Enterprises.

Conditions for Registration:

A CEZA enterprise shall be a duly constituted business enterprise organized or domiciled in the Philippines or any foreign country. The enterprise must name a representative or agent who is a legal resident of the Philippines. If affiliated with an existing enterprise in the Philippines outside the CSEZFP, the CEZA Enterprise must establish a separate business organization to conduct business exclusively within the CSEZFP which shall be a separate taxable entity. In meritorious case, the CEZA may allow non-establishment of a separate business entity subject to such terms and conditions as may be prescribed by CEZA.

c. Supporting Documents:

The applicant for registration as a CEZA Enterprise shall submit, together with the prescribed application form, the following:

- a. Project Feasibility Study, indicating the basic data/information on its technical, financial, marketing and management capability and competence to undertake the proposed project within the CSEZFP;

- b. Certified True Copy of the following documents:
1. - Articles of Incorporation and By-laws(Corporation); or
- Partnership Agreement (issued by the Securities and Exchange Commission[SEC]); or
- Certificate of Registration issued by the Department of Trade and Industries for Single Proprietorship
 2. SEC license to do business, and other similar documents if already available;
- c. If there is foreign ownership, proof of inward remittance and/or investment or other proof of financial capacity acceptable to the CEZA;
- d. Evidence of intended physical location of the enterprise within the CSEZFP (e.g. Certificate of Title, Deed of Sale, Lease Agreement, Commitment Letter, and other similar documents) and the manner which such physical location was secured (e.g. from the CEZA, from licensed facilities operators, or other property owner or lessee);
- e. If part of a larger business enterprise doing business outside the CSEZFP, evidence of restructuring which excludes from the operations of the CEZA Enterprise all business operations taking place outside the CSEZFP;
- f. List of assets comprising the investment to be made;
- g. Certificate under oath that the CEZA Enterprise will comply with the Master Plan as may be adopted and amended from time to time; and
- h. Such other documents that the CEZA may require.

PROCEDURE FOR CEZA ENTERPRISE APPLICATION AND REGISTRATION:

1. Secure the Application Form from the CEZA Official Website or in any of the following CEZA Offices:

Pasig City Office
7th Floor WESTAR Building
611 Shaw Boulevard Pasig City
Philippines

Sta. Ana Office
Administration Building
Centro, Sta. Ana, Cagayan
Philippines

2. Together with the duly filled up application form, submit all supporting document to the One Stop Action Centre (OSAC) personnel. The OSAC personnel will issue receipt and certify the completeness of the submitted documents;
3. Get the Order of Payment Slip (OPS).
4. Pay the required fees. (\$200 Processing Fee)
5. Submit copy of Official Receipt. (scanned or photocopy)
6. First Assessment – Validation of all document submitted.
7. Second Assessment – Evaluation of document submitted
8. Recommending Approval to be issued by the Chief of the OSAC.
9. Approval by the Administrator and Chief Executive Officer
10. Recording to the CEZA Enterprises Database.
11. Issuance of the Certificate of Registration.

Procedure in the Renewal of Certificate of Registration of CEZA Registered Enterprise.

1. A CEZA Registered Enterprise may renew their Certificate of Registration by submitting the following documents to OSAC personnel:
 - a. Employee Status Report;
 - b. Projected Financial Statement;
 - c. Annual Audited Financial Statement; and
 - d. Income Tax Return

The OSAC personnel will issue receipt and certify the completeness of the submitted documents;

2. Get the Order of Payment Slip (OPS).
3. Pay the required fees. (\$200 Processing Fee)
4. Submit copy of Official Receipt. (scanned or photocopy)
5. First Assessment – Validation of all document submitted.
6. Second Assessment – Evaluation of document submitted
7. Recommending Approval to be issued by the Chief of the OSAC.
8. Approval by the Administrator and Chief Executive Officer
9. Recording on the CEZA Enterprises Database.
10. Issuance of the Certificate of Registration.

ACCREDITATION OF COMPANY/IES TO OPERATE IN THE ZONE

1. Secure the Application Form from the CEZA Official Website or in any of the following CEZA Offices:

Pasig City Office
 7th Floor WESTAR Building
 611 Shaw Boulevard Pasig City
 Philippines

Sta. Ana Office
Administration Building
Centro, Sta. Ana, Cagayan
Philippines

Tuguegarao City Office
Cabalza Apartment, Bagay Road
Tuguegarao City, Cagayan
Philippines;

2. Together with the duly filled up application form, submit all supporting documents with the One Stop Action Centre (OSAC) personnel. The OSAC personnel will issue receipt and certify the completeness of the submitted documents;
3. Get the Order of Payment Slip (OPS).
4. Pay the required fees. (P2,000.00 Processing Fee)
5. Submit copy of Official Receipt. (scanned or photocopy)
6. First Assessment – Validation of all documents submitted.
7. Second Assessment – Evaluation of documents submitted
8. Recommending Approval to be issued by the Chief of the OSAC.
9. Approval by the Administrator and Chief Executive Officer
10. Recording to the CEZA Accreditation Database.
11. Issuance of the Certificate of Accreditation to Operate in the Zone

IMPORTATION OF GOODS

Operational Policy:

1. A CEZA Registered Enterprises is allowed subject to existing laws and regulations to ***import and export*** articles, raw materials, capital goods, equipment and consumer items and ***duty-free*** in the Cagayan Free Port.

Removal of articles, raw materials, capital goods, equipment and consumer items from the Custom Territory of the Cagayan Free Port shall be subject to usual taxes and duties as imposed by the government of the Republic of the Philippines.

2. Foreign articles destined for the Customs Territory which arrive in a carrier landing in the CSEZFP Area shall be held there pending completion of requirements for entry and transshipment through the CSEZFP to Customs Territory. Costs, fees, and related expenses for keeping such foreign articles within the CSEZFP Area shall be for the account of the owner, consignee and/or shipper, as the case may be. Such foreign articles which have been released for transfer to Customs Territory, upon completion of requirements and payment of costs, fees and related expenses, shall be transhipped through the CSEZFP Area under CEZA supervision and control

PROCEDURE

1. CEZA Registered Enterprise or Resident may secure a copy of the Admission Application Form from the CEZA Official Website or in any of the following CEZA Offices:

Pasig City Office

7th Floor WESTAR Building
611 Shaw Boulevard Pasig City
Philippines

Sta. Ana Office

Administration Building
Centro, Sta. Ana, Cagayan
Philippines

- 1.1 The admission application to be prepared by the CEZA Enterprise or Resident shall be accompanied by the following documents:

- a. permit to import;
 - b. commercial invoice
 - c. packing list, or other itemized statement which describes the articles precisely and in commercial terms and serves as an audit trail into the records and accounts of the applicant.
 - d. Bill of Lading/Airmail Bill

- 1.2 If the applicant is not the person or enterprise shown as consignee in the permit to import or other shipping documents, the admission application shall also be accompanied by an evidence satisfactory to demonstrate that the applicant is taking the application on behalf of the eligible owner or purchaser.

2. Submit the (1) Admission Application together with the required (2) accompanying documents, and a (3) letter request to secure CEZA Import Permit with the One Stop Action Centre (OSAC) personnel. The OSAC personnel will issue receipt and certify the completeness of the submitted documents;
3. First Assessment – OSAC Personnel will Review and Validate the completeness and authenticity of all documents submitted.
4. Stamping – If the OSAC personnel validates the submission and certifies to the completeness and authenticity of all submitted documents, the OSAC Personnel shall stamp all the pages of the submitted documents with the word “examined.”
5. Preparation of the Import permit - The OSAC Personnel shall prepare the Import Permit.
6. Second Assessment – the OSAC Personnel shall forward all documents to the Business Development Chief (BDC) who will review all documents submitted for his approval.
7. Approval and Final Assessment – The BDC shall forward all documents to the Office of the Administrator and Chief Executive Officer for his Review and Final Approval;

8. Recording in the CEZA Declaration of Admission Database.
9. Issuance of the Declaration of Admission to Operate in the Zone

EXPORTATION OF GOODS

PROCEDURE

1. CEZA Registered Enterprise or Resident may secure a copy of Export Declaration Form from the CEZA Official Website or in any of the following CEZA Offices:

Pasig City Office

7th Floor WESTAR Building
611 Shaw Boulevard Pasig City
Philippines

Sta. Ana Office

Administration Building
Centro, Sta. Ana, Cagayan
Philippines

The Export Declaration Form to be prepared by the CEZA Enterprise or Resident shall be accompanied by the following documents:

- a. Purchase Order (from buyers);
 - b. Commercial Invoice;
 - c. Packing List;
 - d. Export Tally;
 - e. Supporting document from other Government Agencies (e.g. Department of Trade and Industries, Department of Agriculture, etc.)
 - f. Clearances from government agency, as required.
2. Submit the (1) Export Declaration Form together with the required (2) accompanying documents, and a (3) letter request to secure CEZA Export Permit to the One Stop Action Centre (OSAC) personnel. The OSAC personnel will issue receipt and certify the completeness of the submitted documents;
 3. First Assessment – OSAC Personnel will Review and Validate the completeness and authenticity of all document submitted.
 4. Stamping – If the OSAC personnel validates and certifies to the completeness and authenticity of the all submitted documents, said OSAC Personnel shall stamp all the pages of the submitted documents, with the word “examined.”
 5. Preparation of the Import permit - The OSAC Personnel shall prepare the Import Permit.

6. Second Assessment – the OSAC Personnel shall forward all document to the Business Development Chief (BDC) who will review all document submitted for his approval.
7. Approval and Final Assessment – The BDC shall forward all document to the Office of the Administrator and Chief Executive Officer for his Review and Final Approval;
8. Recording in the CEZA Declaration of Admission Database.
9. Issuance of the Declaration of Admission to Operate in the Zone

PART 3

LABOR EMPLOYEMENT AND PRODUCTIVITY OFFICE

OPERATIONAL POLICY

1. CEZA shall endeavor to alleviate the high unemployment rate in the Philippines, particularly within the immediate surroundings of CSEZFP, by providing a conducive business climate that shall effectively attract legitimate and productive foreign investments and thereby create jobs.
2. The CEZA shall adopt the policy of industrial peace, harmony and productivity within the CSEZFP taking into consideration the influx of foreign investments, vis-à-vis the basic rights and welfare of all workers within the CSEZFP.
3. Applicability of Labor and Social Welfare Laws. – The Philippine Labor Code, as amended, Social Security Law, Home Development Management Fund Law, and all other pertinent laws beneficial to workers shall be applicable and strictly complied with within the CSEZFP.
4. All persons seeking employment within the CSEZFP must first register and secure clearance from the CEZA, through the Placement and Training Office of the Labor Center. All employment of rank-and-file workers shall be centralized in the Placement and Training Office of the Labor Center.
5. All CEZA Enterprises shall strictly comply with the work environment and safety standards promulgated by the Department of Labor and Employment, as well as the minimum wage laws.
6. Subject to existing labor or employment contracts or collective bargaining agreements, all labor disputes must be brought before the Disputes Office of the Labor Center for amicable settlement. In the event that no amicable settlement is reached by the parties involved, the Dispute Office shall certify the dispute for mediation or arbitration before the proper office of the Department of Labor and Employment of the Secretary of

Labor and Employment for compulsory arbitration or assumption of jurisdiction. The laws on strikes and lock-outs shall be strictly enforced within the CSEZFP.

7. Every foreign national employed by a CEZA Enterprise shall be granted a period of registration not exceeding five (5) years and extendible from year to year depending on the need of the CEZA Enterprise;
8. CEZA Enterprises employing foreign supervisory, technical and/or advisory personnel shall provide a training program for Filipinos to be conducted by said foreign nationals each in his own specialized field; Provided, That every foreign national shall have at least one (1) Filipino understudy, and such training shall be done regularly during office hours; Provided, further, That the CEZA Enterprise shall submit its training program within thirty (30) days from arrival of the foreign national in CSEZFP or from the day he reports for duty or from the date of registration in case the foreign national was employed before registration; Provided, finally, That it shall submit an annual progress report to the CEZA on such training program within one (1) month after the close of the calendar year containing the following information:
 - a. Name of the foreign national and his field of specialization as described in the training program;
 - b. Names and addresses of the Filipino understudies under the foreign national;
 - c. Number of hours of actual training for each understudy and specific subject(s) covered; and Reasons why the Filipino understudy cannot take over the work of the foreign national, if such be the case.

Responsibilities of the LEPO

1. LEPO shall be responsible for the enforcement of all labor and social welfare laws in the Philippines. It shall monitor the compliance of labor standards and wages, working conditions, employment contracts, amicable settlement of labor disputes, and other labor-related problems. The Labor Center shall be composed of a Placement and Training Office, an Industrial Health and Safety Office, and Inspection Office and Labor Dispute Office, and other offices deemed necessary in the fulfillment of the labor objectives of CEZA.
2. LEPO shall maintain a Labor Skills Inventory List for the CSEZFP which shall contain a list of employees already working in the CSEZFP, a manpower pool of job applicants and those trained by the Technical and Skills Development Authority (TESDA), giving priority to those residing in the Municipality of Santa Ana and the Islands of Fuga, Barit and Mabbag in the Municipality of Aparri and from other municipalities in Cagayan Province and Region 2.
3. LEPO must see to it that all employees working in the CSEZFP must secure identification cards from CEZA which shall contain, among others, the specific skill(s),

trade or occupation, blood type, and other information relative to the employee concerned that CEZA may require.

PROCEDURE

Any CEZA Enterprise recruiting for rank-and-file workers shall inform the Placement and Training Office of its need for workers and qualifications required.

No CEZA Enterprise shall employ directly a rank-and-file worker without processing the recruitment and employment through the LEPO.

For Local Recruitment

1. CEZA Registered Enterprise may secure a copy of the Recruitment Assistance Application Form (*LEPO Form No. 1*) from the CEZA Official Website or in any of the following CEZA Offices:

Pasig City Office

7th Floor WESTAR Building
611 Shaw Boulevard Pasig City
Philippines

Sta. Ana Office

Administration Building
Centro, Sta. Ana, Cagayan
Philippines

Tuguegarao City Office

Cabalza Apartment, Bagay Road
Tuguegarao City, Cagayan
Philippines;

2. Together with the duly filled up Recruitment Assistance Application Form, submit all supporting documents to the LEPO personnel. The LEPO personnel will issue a receipt and certify the completeness of the submitted documents.
3. The LEPO Personnel will endorse the said request to the Technical Working Group (TWG) for evaluation. Subject to the availability of labor listed in the Manpower Pool, the requester may opt to choose from the list provided for in the Pool or may choose to undergo recruitment and selection process.
4. **Recruitment and Selection Process**

All requests from any CEZA Registered Enterprises for assistance through the LEPO must undergo the following processes:

1. Evaluation of the Labor Need of the CEZA Registered Enterprise;

2. Drafting of the Job Description (with approval of the requester).
3. Posting of Available Manpower Need in the bulletin board in all the Three (3) CEZA offices, other public places, and other form of advertisement such as but not limited to local print media, television, and radio commercial, with fees chargeable to the requester.

LEPO personnel shall conduct the screening process of the applicant, for the formulation of the Roster of Pre-Qualified Applicant (LEPO Form No. 2)

1. Issuance of the Roster of Pre-Qualified Applicant to the requester.
2. Requester will choose among the Pre-Qualified Applicant (short listing) provided for and shall transmits the same to the LEPO;
3. The LEPO shall notify the shortlisted applicant of the scheduled screening and interview;
4. Interviews, testing and selection of the shortlisted applicants shall be conducted by the requesting party.
5. The requester then shall submit the list of the selected applicant to the LEPO for processing and documentation;

Recruitment of Foreign National Skilled Worker

1. CEZA Enterprises desiring to employ or who desire to engage an alien for employment in the CSEZFP are required to obtain an employment permit from the Department of Labor and Employment.
2. The employment permit may be issued to a non-resident alien or to the CEZA Enterprise after a determination of the non-availability of a person in the Philippines who is competent, able and willing at the time of application to perform the services for which the alien is desired.
3. For CEZA Registered Enterprises the employment permit may be issued upon recommendation of LEPO through appropriate authority from CEZA.
4. The foreigner applying for AEP may file his application with the DOLE Regional Office having jurisdiction over the intended place of work.

Documentary Requirement:

1. Duly accomplished application form.

2. Photocopy of passport, with visa or Certificate of Recognition for refugees
 3. Contract of Employment/Appointment or Board Secretary's Certificate of Election
 4. Photocopy of CEZA Certificate of Registration
 5. Photocopy of current AEP (for renewal)
5. An alien issued with employment permit may not transfer to another job or change his employer without prior approval of the Secretary of Labor. Article 41 of the Labor Code provides: "After the issuance of employment permit, the alien shall not transfer to another job or change his employer without prior approval of Secretary of Labor and Employment."

PART 4 ENGINEERING AND MAINTENANCE DEPARTMENT

OPERATIONAL POLICY

1. The CEZA shall adopt and implement rules and regulations to govern building and/or construction of all structures and infrastructures including reclamation activities. Pending the issuance of such rules and regulations, all laws on building and construction including reclamation, as well as the rules and regulations of the Department of Public Works and Highways and other government agencies concerning building and construction and the rules of the Public Estates Authority, now Philippine Reclamation Authority, under Presidential Decree No. 1084, as amended by Executive Order No. 380 are hereby adopted.
2. All private and public business enterprise or agencies desiring to build and/or construct any building, house, warehouse, silo, private road or bridge and other similar structures and infrastructures must submit their building and/or construction plans for approval by the CEZA.
3. No building and/or construction project can be commenced unless the CEZA Enterprise concerned secures an Environmental Compliance Certificate from the CEZA
4. The construction plan of the CEZA Enterprises must include the construction of the gate and fences surroundings its premises in accordance with the structural specifications promulgated by the CEZA.

DOCUMENTARY REQUIREMENT

Any CEZA Enterprises intending to construct its own building or other structure, facilities within the CSEZFP shall, before proceeding with the work, submit to the CEZA all the documentary requirements as herein below enumerated within forty five (45) days from the date

of registration. Thereafter, it shall commence construction and/or installation or equipment within the thirty (30) days from approval or issuance other necessary permit, unless a different period is granted by the CEZA.

1. Proof of Ownership:
 - a. Certified True Copy of the Original Certificate of Title (OCT) or the Transfer Certificate of Title (TCT) or Tax Declaration, Deed of Absolute Sale, or any other proof of ownership; or
 - b. Duly Notarized copy the contract of lease or any other similar deed of conveyances or other pertinent contracts (for non owners)
2. Certificate of Registration issued by CEZA;
3. Five (5) sets of plans, specification and bill of quantities prepared, signed and sealed by a duly licensed architects or engineers;
4. Logbook and standard drawing sheets; and
5. Environmental Compliance Certificate

PROCEDURE

BUILDING PERMIT

1. CEZA Registered Enterprise may secure a copy of the Application for Building Permit Form from the CEZA Official Website or in CEZA Offices located at:

Sta. Ana Office
Administration Building
Centro, Sta. Ana, Cagayan
Philippines

2. Together with the duly filled-up Application for Building Permit Form, submit all supporting documents to the Office of the Building Official (OBO). The OBO personnel will issue receipt and certify as to the completeness of the submitted documents.
3. Get the Order of Payment Slip (application fee);
4. Pay the required non-refundable application fees;
5. Submit copy of Official Receipt; (scanned or photocopy)
6. First Assessment – all document must be forwarded to the Relocation Survey Plan and Report Section for verification of established Lines and Grades;
7. Submission by the OBO of one (1) set of plans for review and recommendation to the Municipal Fire Marshall with respect to fire safety and control requirement;
8. Second Assessment – all documents must be forwarded to the Architectural Section for compliance with setback/easement requirements, safety, parking and accessibility features.
9. Third Assessment - Consolidation of processed documents and corresponding evaluation
10. Final Evaluation and recommendation by the concerned staff of the OBO and issuance of the same to the Building Official
11. Final Assessment – The BO shall conduct the Final Evaluation and Recommendation.

12. Approval by the Administrator and Chief Executive Officer
13. If Approved: the BO shall prepare the Order of Payment including one half (½) of the Fire Service Fee;
14. Payment of Fees;
15. Recording in the CEZA Building Permit Database;
16. Issuance of the Building Permit through the Recording the Releasing Section.

CERTIFICATE OF OCCUPANCY

1. CEZA Registered Enterprise may secure a copy of the Application for the Issuance of Certificate of Occupancy Form from the CEZA Official Website or in the CEZA Offices located at:

Sta. Ana Office
Administration Building
Centro, Sta. Ana, Cagayan
Philippines

2. Together with the duly filled-up Application for Certificate of Occupancy Form, submit all supporting documents to the Office of the Building Official (OBO). The OBO personnel will issue receipt and certify as to the completeness of the submitted documents.
3. Get the Order of Payment Slip (application fee);
4. Pay the required non-refundable application fees;
5. Submit copy of Official Receipt; (scanned or photocopy)
6. First Assessment – all documents must be forwarded to the OBO Inspection Team for evaluation, verification, review and assessment;
7. Submission by the OBO of one (1) set of plans for review and recommendation to the Municipal Fire Marshall with respect to fire safety and control requirement;
8. Second Assessment – OBO Inspection Team shall undertake the final inspection, verification and review of the building based on the Certificate of Completion, Logbook, Plans or as Built Plans, as the case maybe;
9. Third Assessment - Consolidation of processed Documents and corresponding evaluation
10. Final Evaluation and recommendation by the concerned staff of the OBO and issuance of the same to the Building Official
11. Final Assessment – The BO shall conduct the Final Evaluation and Recommendation.
12. Approval by the Administrator and Chief Executive Officer
13. If Approved: the BO shall prepare the Order of Payment including one half (½) of the Fire Service Fee;
14. Payment of Fees;
15. Recording in the CEZA Certificate of Occupancy Database;
16. Issuance of the Certificate of Occupancy through the Recording the Releasing Section.

CERTIFICATE OF FINAL ELECTRICAL INSPECTION

1. CEZA Registered Enterprise may secure a copy of the Application for the Issuance of Final Electrical Inspection Form from the CEZA Official Website or in the CEZA Offices located at:

Sta. Ana Office
Administration Building
Centro, Sta. Ana, Cagayan
Philippines

2. Together with the duly filled-up Application for Application for the Issuance of Final Electrical Inspection Form, submit all supporting documents to the Office of the Building Official (OBO). The OBO personnel will issue a receipt and certify as to the completeness of the submitted documents.
3. Get the Order of Payment Slip (application fee);
4. Pay the required non-refundable application fees;
5. Submit copy of Official Receipt; (scanned or photocopy)
6. First Assessment – all documents must be forwarded to the OBO Inspection Team for evaluation, verification, review and assessment;
7. Submission by the OBO of one (1) set of plans for review and recommendation to the Municipal Fire Marshall with respect to fire safety and control requirement;
8. Second Assessment – OBO Inspection Team shall undertake the final inspection, verification and review of the Electrical Plan based on the Certificate of Completion, Logbook, Plans or as Electrical Built Plans, as the case maybe;
9. Third Assessment - Consolidation of processed Documents and corresponding evaluation
10. Final Evaluation and recommendation by the concerned staff of the OBO and issuance of the same to the BO;
11. Final Assessment – The BO shall conduct the Final Evaluation and Recommendation.
12. Approval by the Administrator and Chief Executive Officer
13. If Approved: the BO shall prepare the Order of Payment including one half (½) of the Fire Service Fee;
14. Payment of Fees;
15. Recording in the CEZA Certificate of Occupancy Database;
16. Application for the Issuance of Final Electrical Inspection Form through the Recording the Releasing Section.

PART 5 PORT OPERATION

Filing of Application for Entry

1. The accredited ship agent shall purchase the forms for Application for Entry and Vessel Exit Clearance from the Port Operation Division (POD). The Ship Agent must submit the following documents (as needed) 48 hours prior to vessel's arrival:

- a. Crew List
 - b. International Load Line Certificate
 - c. Inward/Outward Manifest
 - d. IOPP (Tankers only)
 - e. P&I Safety Radio
 - f. Construction & Equipment Certificate
 - g. Ship Registration
2. Application for Entry and Vessel Exit Clearance forms is solely issued by the Port Operation Division (POD).
 3. Submission of the Application for Entry must be at least within 72 hours prior to the arrival of the vessel and must be typewritten, with the following information provided by the Ship Agent:
 - a. Name of vessel
 - b. Class / type of vessel
 - c. GRT, LOA, draft and beam of the vessel
 - d. Name of master of the vessel
 - e. Purpose of port call
 - f. Next port destination
 - g. Ship registration
 - h. Complete name of shipping agency, address, contact numbers
 - i. Other information as may be deemed necessary
 4. After completion of the Application for Entry, ship agent must submit the application form with the Port Operation Division (POD) for validation and for scheduling of the Ships Pre-Arrival Meeting (SPAM), and eventually, approval of the Port Specialist.

NOTE:

The application for Entry as well as Exit Clearance are valid and can be amended within 30 days from the date issued, beyond the 30 days period, when the application for Entry and Exit are considered Void, Ship Agent shall be required to secure a new Application for Entry and Exit Clearance for his incoming vessel.

Arrival of the Vessel:

1. Port protocol requires arriving vessels to notify the Port of Irene Port Control Communications, One (1) hour away from the Port. In most cases, ships usually establish contact with the Port Radio Operator while still miles away from Port Irene;
2. Arriving vessels are monitored / tracked Port Operation Division;
3. One hour before the Estimated Time of Arrival (ETA) at Port Irene of the vessel, Port Control will notify / advise the Harbor Pilot, Tug Boat provider and Port Line Handlers of the confirmed time of arrival of the vessel;
4. The Harbor Pilot shall embark on the Pilot boat or assisting tugboats and board the vessel at the Pilot boarding station.

Boarding Formalities

1. All newly arrived vessels in the Port Irene, are customarily boarded by Port Authorities. The Boarding party shall consist of officials from Bureau of Customs (BOC), Bureau of Immigration (BI), Bureau of Quarantine and the Ships Boarding Officers/Safety Officers of Seaport Department
2. The vessel's master must submit all relevant documents that may be required by the boarding parties.
3. All cargo intended to be discharged in the Port Irene must be properly declared through the Inward Cargo Manifest, discharging of cargoes must be handled by CEZA-Accredited Cargo Handlers, while cargoes to be loaded on vessels must be properly declared in the Outward Cargo Manifest, No cargo/es must be left on the wharf/pier.

Payment of Port Charges and Fees

1. The Ship Agent shall be responsible for the settlement and payments of all charges and fees incurred by the vessel during its entire stay in the port, including but not limited to all penalties that may be charged to the vessel or the master of the vessel in violation of port rules and regulations, fees for the use of Pilot Services, Tugboats and Line Handlers must be settled likewise before departure of the vessel;
2. Billing statements can be obtained from the Processing and Billing Section of Seaport Department, while payment must be made at the Land Bank office located at the Ground Floor of Seaport Department building.

Exit Clearance of the Vessel

1. Upon completion and settlement of all fees, and other charges, the Ship Agent must accomplish Vessel Exit Clearance form and submit the same to Processing Section of Port Operation Division, it must have the same Document Control Number (DCN) as the Application for Entry;
2. For vessels carrying cargo, the clearance must be countersigned by an attending officer of Cargo Terminal Division to validate the cargoes on board;
3. The Ship Agent shall then submit the clearance for signature to the Processing and Billing Section that all fees and charges had been fully paid, including the Port Operation Division for their approval and it shall be appropriately logged into their Vessel Entry/Exit Log book;
4. The Vessel Exit clearance is then submitted to the Port Specialist for final approval;
5. The Ship Agent will be responsible in notifying the Port Communication Radio Operator and will confirm the exact time of departure of his vessel;
6. Upon confirmation, the Port Radio Operator shall notify the Harbor Pilot, Tugboat operator and line handlers of the exact time of departure of the vessel;

The same procedure is applicable to vessels at anchorage, except that Pilot and Tug services will be optional.