



MEMORANDUM CIRCULAR NO. 19-003/A Series of 2019

Date : 22 March 2019
To : All CEZA Registered Enterprises, Licensees, Port Users and Accredited Service Providers
Subject : Regular Submission of Report on Employment Generation and Other Labor-Related Data

Whereas, under Republic Act No. 7922 otherwise known as the Cagayan Economic Zone Act of 1995, among the primary governing principles of the Cagayan Economic Zone Authority (CEZA) is to develop the Zone into and operate it as a self-sustaining, commercial, financial, investment and tourism/recreational center and free port with suitable retirement/residential areas, in order to create employment opportunities within and around the Zone;

Whereas, CEZA is now updating its comprehensive masterplan and integrated long-term and medium-term development and investment plans in pursuit of its mandate and vision to position the Zone as a premier logistics, commercial and financial hub, world-class tourist destination and highly competitive fintech ecosystem in the Asia Pacific Region;

Whereas, CEZA needs to update its masterlist of employment generation as well as other labor-related data as benchmark for planning purposes and reference for the promulgation of sound policies and regulations on labor and employment within the Zone.

Now therefore, in consideration of the above premises, CEZA hereby provides for the guidelines in the regular submission of locator's report on employment generation and other labor-related data:

1. All CEZA Registered Enterprises, Licensees, Port Users and Accredited Service Providers are hereby directed to submit not later than March 31, 2019 an updated masterlist of their employment generation from the start of their operation to the present. The list must contain the name of the employee, date of employment/termination, gender, age, residential



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Cagayan Economic Zone Authority

address, position, salary and other allowances to include health insurance and social security premiums and income tax paid.

For foreign employees, indicate further the date of their first entry into the Philippines, the passport number, CEZA Working Visa number and Tax Identification Number (TIN) including income tax paid or withheld.

2. Starting April 2019, all CEZA Registered Enterprises, Licensees, Port Users and Accredited Service Providers shall submit to CEZA a monthly report on the total number of employment generated by the enterprise.
3. The report shall contain the following:
 - a. Total Number of Employees (both local and foreign)
 - b. List of Foreign Employees with specific data as to their age, sex, date of entry into the Philippines, date of employment, position, basic salary and allowances, TIN, including income tax paid, health insurance and social security premiums
 - c. List of Local Employees with specific data on their age, sex, date of employment, position, basic salary and allowances, including income tax paid, health insurance and social security premiums
4. The report must be submitted thru the Labor and Employment Productivity Office (LEPO) of CEZA on or before the 15th day of the ensuing month.

For information and strict compliance.



SECRETARY RAUL L. LAMBINO
Administrator and CEO



CEZA
CAGAYAN ECONOMIC ZONE AUTHORITY

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Mar 25, 2019 4:37 pm

M. A. LOPEZ



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