



MEMORANDUM CIRCULAR NO. 21-001/21
Series of 2021

**TO: ALL CAGAYAN ECONOMIC ZONE AUTHORITY (CEZA)
ENTERPRISES/LOCATORS**

**SUBJECT: INTERIM INTER-AGENCY GUIDELINES AND MECHANISMS
FOR THE PROPER REPORTING AND MONITORING OF
FOREIGN NATIONALS IN THE PHILIPPINES**

DATE: 24 February 2021

WHEREAS, during the 80th Meeting on October 22, 2020 of the Inter-Agency Task Force (IATF) for the Management of Emerging and Re-emerging Infectious Diseases, the IATF issued a directive for the creation of a Working Group to come up with uniform inter-agency guidelines and mechanisms for monitoring of foreign nationals on grounds of health, national security and other legal reasons;

WHEREAS, pursuant to the said directive, the Cagayan Economic Zone Authority (CEZA), as an Investment Promotion Agency which issue visa, was included as one of the members of the Working Group;

WHEREAS, several meetings were conducted by the working group in order to develop the inter-agency guidelines taking into consideration the respective laws and charters of the visa issuing agencies;

WHEREAS, pending the development of its own systems, the visa-issuing agencies agreed to adopt an interim monitoring mechanism that will ensure monitoring of movement of foreign nationals leaving and arriving the Philippines during the effectivity of the state of public health emergency;

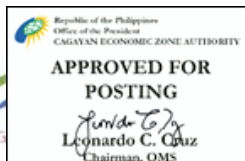
WHEREAS, the IATF issued Resolution No. 99-A on February 11, 2021 providing the Interim Inter-Agency Guidelines and Mechanisms for the Proper Reporting and Monitoring of Foreign Nationals in the Philippines;

THEREFORE, in consideration of the foregoing premises, the following guidelines shall be adopted by all CEZA Enterprises with CEZA Working Visa (CWV) issued to their foreign employees:

Section 1. Coverage. These guidelines shall cover all foreign nationals employed by CEZA Enterprises/Locators who are issued CWVs.



10th floor Greenfield Tower, Mayflower corner Williams Streets,
Greenfield District, Mandaluyong City, Metro Manila, Philippines 1550
Tel. (+63) 2 2916704 to 8
Email: info@ceza.gov.ph Website: www.ceza.gov.ph
Cagayan Offices: Centro, Santa Ana, Cagayan 3514 -Tel. (+63) 78 703-7360
Regional Government Center, Carig Sur,
Tuguegarao City, Cagayan 3500 - Tel. (+63) 78 277-2639



Section 2. Inventory of Foreign Nationals. All CEZA Enterprises shall provide CEZA a monthly list of their foreign employees.

Section 3. Travel Pass. All departing foreign nationals covered by Section 1 herein, except those holding Emigration Clearance Certificate (ECC) from the BI, shall secure a Travel Pass from CEZA atleast five (5) days prior to the intended travel date. The following are the requirements for securing a Travel Pass:

- a. Letter of request addressed to the Administrator and Chief Executive Officer;
- b. Passport bio-page; and
- c. CWV sticker

The Travel Pass shall be for single use and valid for thirty (30) days from its issuance.

Section 4. Duties of the Foreign National Upon Return. Within three (3) days upon return to the Philippines of the CWV Holder, he/she shall inform CEZA of the fact of such return by sending electronic copies of his/her passport bio-page, visa sticker and latest Philippine Immigration arrival stamp to the official e-mail address of CEZA.

Section 5. Duties of CEZA. CEZA shall submit to the Bureau of Immigration (BI) list of foreign nationals to whom they issued a Travel Pass atleast three (3) days prior to the intended travel dates.

CEZA shall also submit a monthly list of CWV Holders to the Department of Labor and Employment (DOLE) and BI.

Moreover, CEZA shall continue to develop a more permanent system of monitoring and reporting of foreign nationals to whom CWV were issued.

Section 6. Effectivity. These guidelines shall take effect on 01 March 2021 and shall remain in force for the duration of the public health emergency. Provided, that Section 2 shall remain in effect beyond the public health emergency pursuant to existing issuances.


SECRETARY RAUL L. LAMBINO
Administrator and Chief Executive Officer



 **CEZA**
CAGAYAN ECONOMIC ZONE AUTHORITY

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Feb 24, 2021 5:23 pm

