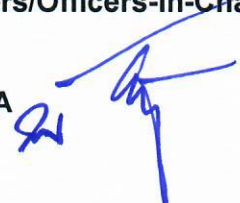




Republic of the Philippines
Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. 2023-045
Series of 2023

TO : All Economic Zone Developers and Locator Enterprises
All Ecozone Administrators/Managers/Officers-in-Charge
All Others Concerned

FROM : Director General TERESO O. PANGA 

DATE : 07 September 2023

SUBJECT : Clarifications on the Documentary requirements in securing PEZA Visa

In order to ensure uniform and harmonized evaluation of documentary requirements submitted in securing the PEZA Visa (PV), this Advisory is hereby issued to take effect immediately upon posting in the PEZA website:

On Understudy Training Program (UTP) or Skills Development Program (SDP)

Following the issuance by the National Economic and Development Authority (NEDA) of the Implementing Rules and Regulations (IRR) of Republic Act No. 11647 (an Act Promoting Foreign Investments, amending thereby RA No. 7042, otherwise known as the Foreign Investment Act of 1991, as amended), which provides that the Department of Labor and Employment (DOLE) is tasked to monitor and regulate the Understudy Training Program (UTP) and the Skills Development Program (SDP), and pursuant further to Sections 47 and 48 of the said IRR, the UTP or SDP shall now be submitted to the DOLE - Regional Office having jurisdiction of the place of business of the PEZA registered business enterprise (RBE) applying for a PV, subject to the applicable provisions of the Labor Code, as amended, and its implementing rules and regulations issued by DOLE.

In view of the above and as approved by the PEZA Board under Board Resolution No. 23-189 dated 07 September 2023, the submission to PEZA of the Affidavit of UTP/SDP shall no longer be required as a pre-requisite in securing the PV.

On Applications for Downgrading of PV

Applications for downgrading of PV under Rule XI of the PEZA - Bureau of Immigration (BI) Memorandum of Agreement (MOA) and its IRR, i.e., for change in employment status due to change in position, title or job description of the Foreign National (FN) while working in the same company/employer, may submit their **request for exemption from the Order to Leave (OTL)** to the PEZA-FNU for endorsement to BI-PEZA for the consideration of the BI Commissioner. Provided, that the application for downgrading under this case must be supported by, and attached thereto are the original and duly accomplished Contract of Employment of the FN and a Notarized Undertaking to immediately apply for a PV.

On Applications for PV Renewal filed less than thirty (30) days prior to visa expiry

The mandatory letter to the DG accompanying applications for PV renewal filed less than thirty (30) days prior to or filed too close to visa expiry, under the existing procedures, shall no longer be required.

For the information and guidance of all concerned. 



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