GUIDELINES ON THE COLLECTION OF FEES FOR TVV ACR I-CARD AT INTERNATIONAL PORTS OF EXIT

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Adopted: 14 September 2015
Date Filed: 16 September 2015

WHEREAS, Memorandum Order No. MCL-10-004 requires that the BI Main Office and all Sub-Port Offices shall accurately assess and collect application, processing and express lane fees for the issuance of TVV ACR I-Card to temporary visitors who already stayed in the country for more than fifty-nine (59) days;

WHEREAS, the aforesaid Memorandum does not provide the collection of such fees for temporary visitors who update their stay at international ports of exit prior to departure from the country despite having stayed for more than 59 days;

WHEREAS, there is a need to standardize the assessment and collection of TVV ACR I-Card fees in all BI Offices, including in all international ports of exit;

WHEREAS, pursuant to the rule-making power of the Commissioner under Section 3, C.A. No. 613, as amended, the following are hereby ordered:

Section 1. Coverage. – All temporary visitors whose contemplated authorized stay is more than fifty nine (59) days upon updating of extension of stay shall be subject to assessment and collection of the appropriate immigration fees, TVV ACR I-Card issuance fee of Fifty Dollars ($50.00) or its equivalent in local currency, and applicable express lane fees.

Section 2. Duties of the Port Operations Division (POD). –

a)

Consistent with the existing policies, rules and procedures for updating of extension of stay of temporary visitors, the POD shall ensure the assessment and collection of the appropriate immigration fees for updating of extension of stay, including penalties, if applicable, TVV ACR I-Card issuance fees and express lane from temporary visitors who, upon application of such updating at the port of exit, will result in his/her stay to more than 59 days.

b)

Upon payment of the assessed fees and issuance of the Official Receipt, the POD Cashier shall stamp at the back of the Official Receipt the instructions directing the applicant to present such Official Receipt, whenever he returns to the country, to the Tourist Visa Section (TVS), Main Office, to claim the said TVV ACR I-Card, provided that the date of claiming thereof is within one (1) year from the date of the Official Receipt.

Section 3. Duties of the TVS. – Upon presentation of the Official Receipt, the TVS shall verify the veracity and details thereof with the Management Information System Division (MISD). Upon validation, the TVS shall release TVV ACR I-Card to the applicant.

Section 4. Repealing Clause. – All rules, procedures, guidelines and previous issuances inconsistent herewith are

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hereby repealed and/or modified accordingly.

Section 5. Effectivity. – This Operations Order shall take effect immediately upon approval.

Furnish a copy of this Operations Order to the Office of the National Administrative Register (ONAR), U.P Law Center, U.P Diliman, Quezon City.

14 September 2015

(SGD) SIEGFRED B. MISON
Commissioner

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