

RATIONALIZING THE TERRITORIAL JURISDICTION, AREA OF RESPONSIBILITY, AND SCOPE OF AUTHORITY OF ALIEN CONTROL OFFICERS AND HEADS OF IMMIGRATION OFFICES

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/8175d0f89799/>

Adopted: 18 June 2018

Date Filed: 21 June 2018

By authority of Section 3 of Commonwealth Act No. 613 (Philippine Immigration Act of 1940), as amended, and in order to rationalize the territorial jurisdiction and scope of authority of the Student Visa Section; existing District, Field, Extension, and Satellite offices; and One stop Shops, assigned respective areas of responsibility are hereunder identified and updated, the jurisdiction of which includes all cities, municipalities, islands, and seaports within the province or provinces concerned.

District Offices shall refer to immigration offices situated in Regional Centers of the different Administrative Regions in the Philippines.

Field Offices refer to immigration offices located in key cities or municipalities in different provinces within a Region.

Extension Offices shall refer to immigration offices established to cater primarily to companies or entities registered with the Philippine Economic Zone Authority (PEZA) and Board of Investments (BOI), as well as other companies or entities within Metro Manila.

Satellite offices are those established and maintained in strategic areas to broaden the base of public service.

One Stop Shop refers to those immigration offices situated in special and/or Freeport economic zones outside Metro Manila.

SECTION 1. Immigration Offices and Their Areas of Responsibility, Defined. –

Normal 0 false false false EN-US X-NONE X-NONE MicrosoftInternetExplorer4 /* Style Definitions */
table.MsoNormalTable {mso-style-name:"Table Normal"; mso-tstyle-rowband-size:0; mso-tstyle-colband-size:0; mso-style-noshow:yes; mso-style-priority:99; mso-style-qformat:yes; mso-style-parent:""; mso-padding-alt:0cm 5.4pt 0cm 5.4pt; mso-para-margin-top:0cm; mso-para-margin-right:0cm; mso-para-margin-bottom:10.0pt; mso-para-margin-left:0cm; line-height:115%; mso-pagination:widow-orphan; font-size:11.0pt; font-family:"Calibri","sans-serif"; mso-ascii-font-family:Calibri; mso-ascii-theme-font:minor-latin; mso-fareast-font-family:"Times New Roman"; mso-fareast-theme-font:minor-fareast; mso-hansi-font-family:Calibri; mso-hansi-theme-font:minor-latin; mso-bidi-font-family:"Times New Roman"; mso-bidi-theme-font:minor-bidi;}

A. IMMIGRATION NCR REGION

Na m e of Offi ce/ Locati on

Area s of Responsibility

1

BO I MA KATI I MMI GR A TI ON EXTENSI ON OFFI CE

Makat i Ci ty

To p 1000 Corporati ons,

BOI-Reg i st ered Co m pani es, and SI RV appli cants

2

PEZ A I MMI GRATION EXTENSI ON OFFI CE

Roxa s Boul evard, Pasay City

PEZA-Reg i st ered

Com pan i es

3

S M NORTH I MMI GRATION SATELLI TE OFFI CE

S M Cit y, North EDSA, Quezon City

M etr o M anila (North)

4

LA S PINAS I MM IGRATIO N FIELD OFFICE

La s Pi nas City

M etr o M anila (South)

B . IMMIGRATION REGION I

Na m e of Offi ce/ Locati on

Area s of Responsibility

5

V I GAN I MMI GRATION FI ELD OFFI CE

Il ocos Sur Provi nci al Capit ol, Vi gan City

Prov i nce of Il ocos Sur

6

SA N FERNANDO I MMI GRATION DI STRI CT OFFI CE

Sa n Fernando Cit y, La Uni on

Prov i nce of La Uni on Por t of San Fernando

7

DAGUPAN IMMIGRATION FIELD OFFICE

Dagupan City, Pangasinan

Province of Pangasinan

8

LAOG IMMIGRATION FIELD OFFICE

Laog City, Ilocos Norte

Province of Abra

Province of Apayao Province of Ilocos Norte Province of Kalinga

C. IMMIGRATION REGION II

Name of Office/ Location

Areas of Responsibility

9

TUGUEGARAO IMMIGRATION DISTRICT OFFICE

Tuguegarao City, Cagayan

Municipalities under the 3rd Congressional District of the Province of Cagayan Province of Nueva Vizcaya Province of Quirino

Province of Batanes

10

APPARI IMMIGRATION FIELD OFFICE

Appari, Cagayan

Municipalities under the 1st and 2nd Congressional Districts of the Province of Cagayan Province of Ifugao CEZA Locators

11

CAUAYAN IMMIGRATION FIELD OFFICE

Cauayan City, Isabela

Province of Isabela

D. IMMIGRATION REGION III

Name of Office/ Location

Areas of Responsibility

12

ANGELES IMMIGRATION FIELD OFFICE

Angeles City, Pampanga

Province of Bulacan Province of Pangasinana Province of Tarlac

13

NEW ECILIA IMMIGRATION FIELD OFFICE

Palayan City, Nueva Ecija

Province of Nueva Ecija

Province of Aurora

14

BALANGA IMMIGRATION FIELD OFFICE

Balanga City, Batangas

Province of Batangas

15

CLARK IMMIGRATION ONE STOP SHOP

Clark Special Economic Zone

Angels City, Pangasinana

Clark Special Economic Zone

16

MARIVELES IMMIGRATION ONE STOP SHOP

FAB, Mariveles, Batangas

The Freeport Area of Batangas

17

OLONGAPO IMMIGRATION FIELD OFFICE

Olongapo City, Zamboanga

Province of Zamboanga

18

SUBIC IMMIGRATION ONE STOP SHOP

Subic Bay Metropolitan

SBMA, Olongapo City, Zamboanga Authority

E. IMMIGRATION REGION IV

Name of Office/ Location

Areas of Responsibility

19

BATANGAS IMMIGRATION DISTRICT OFFICE

Batangas City, Batangas

Province of Batangas

20

BALABAC IMMIGRATION FIELD OFFICE

Balabac, Palawan

Municipality of Balabac

21

BOAC IMMIGRATION FIELD OFFICE

Boac, Marinduque

Province of Marinduque

22

CALAPAN IMMIGRATION DISTRICT OFFICE

Calapan City, Oriental Mindoro

Province of Occidental

Mindoro

Province of Oriental Mindoro

23

LUCENA IMMIGRATION FIELD OFFICE

Lucena City, Quezon

Province of Quezon

24

PUERTO PRINCESA IMMIGRATION FIELD OFFICE

Puerto Princesa, Palawan

Province of Palawan, except

Municipality of Balabac

25

BROOKES POINT IMMIGRATION FIELD OFFICE / BORDER CROSSING STATION

Brooke's Point, Palawan

Municipality of Brooke's Point

26

DASMARINAS IMMIGRATION FIELD OFFICE

Dasmariñas City

Province of Cavite

27

STA . ROSA I M M I G R A T I O N F I E L D O F F I C E

C i t y o f S t a. Rosa, Laguna

P r o v i n c e o f Laguna

28

T A Y T A Y I M M I G R A T I O N F I E L D O F F I C E

Taytay , R i z a l

P r o v i n c e o f R i z a l

M e t r o M a n i l a (East)

F . I M M I G R A T I O N R E G I O N V

N a m e o f O f f i c e / L o c a t i o n

A r e a s o f R e s p o n s i b i l i t y

29

L E G A S P I I M M I G R A T I O N D I S T R I C T O F F I C E

L e g a s p i C i t y, A l b a y

P r o v i n c e o f A l b a y

P r o v i n c e o f C a t a n d u a n e s P r o v i n c e o f M a s b a t e P r o v i n c e o f S o r s o g o n

30

N A G A I M M I G R A T I O N F I E L D O F F I C E

N a g a C i t y, C a m a r i n e s S u r

P r o v i n c e o f C a m a r i n e s S u r

P r o v i n c e o f C a m a r i n e s N o r t e

G . I M M I G R A T I O N R E G I O N V I

N a m e o f O f f i c e / L o c a t i o n

A r e a s o f R e s p o n s i b i l i t y

31

I L O I L O I M M I G R A T I O N D I S T R I C T O F F I C E

I l o i l o C i t y, I l o i l o

P r o v i n c e o f A n t i q u e

P r o v i n c e o f G u i m a r a s

P r o v i n c e o f I l o i l o

32

BACOLOD IMMIGRATION FIELD OFFICE

Bacolod City, Negros Occidental

Province of Negros Occidental

33

BORACAY IMMIGRATION FIELD OFFICE

Boracay Island, Malay, Aklan

Boracay Island

34

KALIBO IMMIGRATION FIELD OFFICE

Kalibo, Aklan

Province of Aklan

Province of Capi, except

Boracay Island and Province of Romblon

H. IMMIGRATION REGION VII

Name of Office/ Location

Areas of Responsibility

35

CEBU IMMIGRATION DISTRICT OFFICE

Mandaue City, Cebu

Province of Cebu, except

Mactan Island

36

DUMAGUETE IMMIGRATION FIELD OFFICE

Dumaguete City, Negros Oriental

Province of Negros Oriental

Province of Siquijor

37

GAISANO IMMIGRATION SATELLITE OFFICE

Mactan City, Mactan Island, Cebu

Mactan Island, Cebu

38

TAGBILARAN IMMIGRATION FIELD OFFICE

Tagbilaran City, Bohol

Province of Bohol

I. IMMIGRATION REGION VIII

Name of Office/ Location

Areas of Responsibility

39

TACLOBAN IMMIGRATION DISTRICT OFFICE

Tacloban City, Leyte

Province of Biliran

Province of Leyte

Province of Southern Leyte

40

CALBAYOG IMMIGRATION FIELD OFFICE

Calbayog City, Samar

Province of Samar

Province of Eastern Samar

Province of Northern Samar

J. IMMIGRATION REGION IX

Name of Office/ Location

Areas of Responsibility

41

ZAMBOANGA IMMIGRATION FIELD OFFICE

Zamboanga City, Zamboanga del Sur

Province of Basilan

Province of Zamboanga del Norte Province of Zamboanga del Sur Province of Zamboanga Sibugay

K. IMMIGRATION REGION X

Name of Office/ Location

Areas of Responsibility

42

CAGAYAN DE ORO IMMIGRATION DISTRICT OFFICE Cagayan de Oro City, Misamis Oriental

Province of Camiguin Province of Bukidnon Province of Misamis Oriental

43

ILLIGAN IMMIGRATION FIELD OFFICE

Iligan City, Lanao del Norte

Province of Lanao del Norte

44

OZAMIS IMMIGRATION FIELD OFFICE

Ozam City, Misamis Occidental

Province of Misamis Occidental

L. IMMIGRATION REGION XI

Name of Office/ Location

Areas of Responsibility

45

Davao Immigration District Office

Davao City, Davao del Sur

Province of Compostela Valley Province of Davao del Norte Province of Davao del Sur Province of Davao Oriental

46

BATUGANDI IMMIGRATION BORDER CROSSING STATION

Balut Island, Saranggani, Davao del Sur

Batugandi Border Crossing

47

TIBANBAN IMMIGRATION BORDER CROSSING STATION

Tibanban, Davao Oriental

Tibanban Border Crossing

M. IMMIGRATION REGION XII

Name of Office/ Location

Areas of Responsibility

48

GENERAL SANTOS IMMIGRATION FIELD OFFICE

General Santos City, South Cotabato

Province of South Cotabato

49

GLA N I M M I G R A T I O N F I E L D O F F I C E

G l a n, Sarangani

P r o v i n c e o f Sarangani

50

C O T A B A T O I M M I G R A T I O N D I S T R I C T O F F I C E C o t a b a t o C i t y, M a g u i n d a n a o

P r o v i n c e o f Lanao del Sur P r o v i n c e o f M a g u i n d a n a o P r o v i n c e o f North Cot abato P r o v i n c e o f S u l t a n K u d a r a t

N . I M M I G R A T I O N R E G I O N X I I I (C A R A G A)

N a m e o f O f f i c e / L o c a t i o n

A r e a s o f R e s p o n s i b i l i t y

51

B I S L I G I M M I G R A T I O N F I E L D O F F I C E

B i s l i g C i t y, S u r i g a o d e l S u r

P r o v i n c e o f S u r i g a o d e l S u r

52

B U T U A N I M M I G R A T I O N D I S T R I C T O F F I C E

B u t u a n C i t y, A g u s a n d e l N o r t e

P r o v i n c e o f A g u s a n d e l N o r t e

P r o v i n c e o f A g u s a n d e l S u r

53

S U R I G A O I M M I G R A T I O N F I E L D O F F I C E

S u r i g a o C i t y, S u r i g a o d e l N o r t e

P r o v i n c e o f S u r i g a o d e l N o r t e

P r o v i n c e o f D i n a g a t I s l a n d s

O . I M M I G R A T I O N A R M M R E G I O N

N a m e o f O f f i c e / L o c a t i o n

A r e a s o f R e s p o n s i b i l i t y

54

B O N G A O I M M I G R A T I O N F I E L D O F F I C E

B o n q a o , T a w i - T a w i

Province of Tawi -Tawi

55

JOL O I M M I G R A T I O N F I E L D O F F I C E

Jolo, Sulu

Province of Sulu

56

TAGANAK IMMIGRATION FIELD OFFICE Taganak, Turtle Islands

Turtle Islands

Magnan Islands

P. CORDILLERA ADMINISTRATIVE REGION

Name of Office/ Location

Areas of Responsibility

57

BAGUIO IMMIGRATION DISTRICT OFFICE

Baguio City, Benguet

Baguio City of EPZ Mountain Province Province of Benguet

SECTION 2. Scope of Authority - The Commissioner of Immigration designates: (i) Senior I.O. or ACO to District Office; (ii) Field Office Chief to Field Office; (iii) Extension Office Chief to an Extension Office, (iv) Satellite Office Chief to a Satellite Office, (v) ACO for a One Stop Shop, (vi) Chief to SVS, and (vii) I.O. III (BCO) or Officer-in-charge to a Border Crossing Station.

All heads shall be charged with the proper, effective, and efficient implementation of all immigration and alien registration laws, rules and regulations. They shall exercise general administrative, operational control and supervision over all personnel assigned to his office except on matters involving Bureau policies, policy directives, and policy decisions which shall be referred to the Commissioner of Immigration through the Chief, Immigration Regulation Division.

The Chief, Immigration Regulation Division shall have the responsibility of monitoring strict compliance to this circular. For this purpose, the Chief IRD is authorized to access the visas, permits, payments, and ACR I-Card systems of the Bureau.

The Chief, IRD retains the authority to accept, endorse, and/or process applications from the Student Visa Section; District, Field, Extension, and Satellite offices; and One stop Shops. Decisions of the heads of these offices are appealable to the Chief, Immigration Regulation Division within five (5) days from notice of such decision.

SECTION 3. FILING AND PROCESSING. - Applicants shall file their applications at the appropriate BI office:

(a) Immigrant Visas - Processed at the BI Office with jurisdiction at the applicant's place of residence

- (b) Non-Immigrant Visas - Processed at the BI Office with jurisdiction on the applicant's place of work
- (c) Special Working Permits and Provisional Work Permits - Processed and issued at the BI Office with jurisdiction at the applicant's place of work
- (d) Student Visas - Processed and issued at the Student Visa Section or processed at the BI Office with jurisdiction at the applicant's school
- (e) Special Study Permit - Processed and issued at the Student Visa Section or processed the BI Office with jurisdiction at the applicant's school

SECTION 4. Limitations - The Student Visa Section may only accept applications for Special Study Permit (SSP) and 9(f) Student Visa, as well as other related transactions for foreign students and accreditation of schools.

All district, field, extension, and satellite offices may accept requests and applications which are not for BOC action, e.g., SSP, SWP commercial, and TVV extension.

Only online-capable district, field, extension, and satellite offices with ACR I- Card data capturing facilities may accept requests and applications which are for BOC action, e.g., visa applications. ACOs and heads of immigration offices are authorized to conduct hearing for immigrant and non-immigrant visa applications.

Online-capable offices may also accept CA 613, Sec. 9(f) applications which shall be forwarded to the Student Visa Section for processing and approval.

BOI Makati Extension Office shall only cater to foreign nationals under the Top 1000 Corporations and BOI-Registered companies, as well as applications for Special Investor's Residence Visas.

PEZA Extension Office shall only accept foreign nationals under PEZA- registered companies by virtue of Chapter II, Sec. 36 of RA 7916 (The Special Economic Zone Authority Act of 1995) and the Memorandum of Agreement between BI and PEZA dated September 2, 1999.

One Stop Shops shall only accept applications from foreign nationals within their respective areas of jurisdiction as covered by existing Memoranda of Agreement and Joint Memorandum Orders between their respective Special Economic Zones and BI.

SECTION 5. Reportorial Requirements. - All heads of the Student Visa Section; District, Field, Extension, and Satellite offices; and One stop Shops shall submit daily to the Chief, Immigration Regulation Division, a list of all visas processed and permits issued together with their corresponding Official Receipt numbers not later than 1000H of the next working day.

SECTION 6. Administrative Sanctions. - Violation of this Circular shall subject the erring official or employee to administrative sanctions in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS).

SECTION 7. Repealing Clause. - All previous issuances inconsistent herewith are hereby repealed and/or modified accordingly.

SECTION 8. Effectivity. - This Circular takes effect immediately.

Let a copy of this Circular be furnished to the Office of the National Administrative Register (ONAR), U.P. Law Center, University of the Philippines, Diliman, Quezon City.

(SGD) JAIME H. MORENTE
Commissioner

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.