GUIDELINES ON THE DISPOSAL OF EXPIRED AND UNCLAIMED TEMPORARY VISITOR’S VISA ALIEN CERTIFICATE OF REGISTRATION IDENTITY CARD (ACR I-CARD)

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Adopted: 11 September 2015
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WHEREAS, Memorandum Order No. MCL-10-004, Section 3 requires that the Temporary Visitor's Visa (TVV) ACR I-Card issued to temporary visitors who already stayed in the country for more than fifty-nine (59) days and temporary visitors who obtained Special Study Permits and Special Work Permits (SWP) shall be dependent or co-terminus on the validity of the visa/permit granted but not to exceed one (1) year;

WHEREAS, the Tourist Visa Section (TVS) and Sub-Port Offices maintain an inventory of unclaimed TVV ACR I-Cards that have already expired;

WHEREAS, there is a need to standardize and institutionalize procedures in the proper disposal of expired and unclaimed TVV ACR I- Cards;

WHEREFORE, 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. Disposal of Expired and Unclaimed TVV ACR I-Card. – All issued TVV ACR I-Cards in the possession of TVS and Sub-Port Offices that have already expired and have not been claimed by the grantee or authorized representative at the end of every quarter shall be disposed.

Section 2. Duties of the Alien Control Officers (ACOs) of Sub- Port Offices. – All ACOs in Sub-Port Offices shall:

a)

Prepare and maintain an inventory of expired and unclaimed TVV ACR I- Cards at the end of each and every quarter using the Inventory Form of Expired and Unclaimed TVV ACR I-Card (Annex "A");

b)

Ensure that the total number of TVV ACR I-Cards and the information details thereof exactly corresponds to the TVV ACR I- Cards listed in the Inventory Form; and

c)

Submit the Inventory Form of Expired and Unclaimed TVV ACR I- Card and the physical TVV ACR I-Cards listed therein to the TVS within ten (10) working days from the end of each quarter.

Simultaneously, a soft copy of the inventory shall likewise be sent to TVS through electronic mail.

Section 3. Duties of the TVS. – The TVS shall:

a)

Prepare and maintain an inventory of expired and unclaimed TVV ACR I- Cards at the end of each and every quarter using the Inventory Form of Expired and Unclaimed TVV ACR I-Card (ANNEX “A”);

b)

Ensure that the total number of TVV ACR I-Cards and the information details thereof exactly corresponds to the TVV ACR I- Cards listed in the Inventory Form;

c)

Within ten (10) working days after the cut-off date given to the Sub-Ports Offices for the submission of the Inventory Form and physical expired and unclaimed TVV ACR I-Cards, the TVS, together with its own inventory of expired and unclaimed TVV ACR I-Cards, shall endorse to the Office of the Commissioner (OCOM) a Consolidated Inventory of Expired and Unclaimed TVV ACR I-Cards (Annex “B”) with a recommendation for its disposal date, time and venue;

d)

Upon approval thereof by the Commissioner, transmit the Consolidated Inventory and the physical expired and unclaimed TVV ACR I-Cards to the Property Section. A copy of the approved Consolidated Inventory shall be furnished to the Commission on Audit (COA) Resident Auditor and Records Section;

e)

In case of disapproval, the TVS shall maintain possession of the physical expired and unclaimed TVV ACR I-Cards until the disposal thereof is approved by the Commissioner.

Section 4. Disposal Procedures. – The following disposal procedures shall be strictly followed:

a)

At the designated date, time and venue, the disposal of the expired and unclaimed TVV ACR I-Cards shall be undertaken by the Property Section in the presence of duly authorized representatives of COA Resident Auditor and Records Section;

b)

The Disposal shall be conducted by punching a single hole through the integrated microchip of each and every expired an unclaimed TVV ACR I- Card by the duly authorized personnel of the Property Section;

c)

Immediately after completion of the conduct of the disposal, the TVV ACR I- Card Disposal Form (Annex “C”) prepared by the TVS shall be attested by the Chief, Property Section and witnessed by the COA Resident Auditor or his/her duly authorized representative.

d)

The accomplished Disposal Form, together with the disposed TVV ACR I- Cards, shall turned-over to the Records Section for safekeeping.

Section 5. Repealing Clause. – All rules, procedures, guidelines and previous issuances inconsistent herewith are hereby repealed and/or modified accordingly.

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Section 6. 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.

11 September 2015

(SGD) SIEGFRED B. MISON
Commissioner

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