

PRESCRIBING FOR SUPPLEMENTAL GUIDELINES IN THE IMPLEMENTATION OF THE VISA ISSUANCE MADE SIMPLE (VIMS) SYSTEM UNDER MEMORANDUM CIRCULAR NO. MCL-07-005

BI MEMORANDUM ORDER NO. MCL-08-006, February 15, 2008

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Pursuant to Part VII, Section 18 of Memorandum Circular No. MCL-07-005, the following supplemental guidelines for the implementation of the VISA ISSUANCE MADE SIMPLE (VIMS) System under the said Circular, is hereby promulgated:

I. Bureau of Immigration (BI) Clearance Certificate

1. The Bureau of Immigration (BI) Clearance Certificate issued in compliance with the documentary requirements of applications filed under the VIMS system shall have a validity period of two (2) months from date of payment thereof.
2. The said Certificate may be re-used within the period of its validity in transactions covered by VIMS other than the transaction for which it was originally issued and used i.e. a BI Clearance Certificate originally issued and used for a tourist visa extension transaction may be used for and compliance with the documentary requirements in an application for special working permit filed within the two-month period of its validity.
3. Conversely, a new BI Clearance Certificate shall be required and issued for applications of the same type of transactions though filed within the period of validity of the previously issued certificate, subject to assessment and payment of the prescribed fees and charges, i.e. application for another extension of tourist visa.
4. Notwithstanding paragraph 2 above, a derogatory check shall still be conducted upon the filing of an application for any other transaction within the validity of the originally issued clearance, without issuing another clearance certificate; Provided, that in case a derogatory record exists during such check, the processing of such application shall be held in abeyance until such record is cleared by the Verification and Certification Unit.

II

Period to File Application For Conversion of Immigration Status, Visa Extension, Other Special Permits and Applications, and Extensions Thereof

1. Application for transactions covered by the VIMS system shall be filed, and the corresponding prescribed fees and charges fully paid, as follows:
 - a. Conversion/change of immigration status - not later than fifteen (15) working days prior to the expiration of the applicant's authorized stay;
 - b. Extension of non-immigrant visa - not later than seven (7) working days prior to the expiration of the applicant's authorized stay;
 - c. Special permits - not later than five (5) working days prior to the expiration of the applicant's authorized stay or arrival in the country;
 - d. Extension of tourist visa - not later than three (3) working days prior to the expiration of the applicant's authorized stay;

e. Other applications - not later than twenty (20) working days prior to the expiration of the applicant's authorized stay.

2. In case the processing of an application is not completed prior to the expiration of the applicant's authorized stay for whatever cause and/or reason, the applicant shall automatically extend or cause the extension of his authorized stay under the same immigration status at the time of the filing of such application

III.

EXEMPTION FROM SUBMISSION OF CERTIFIED TRUE COPY OF SEC CERTIFICATE OF REGISTRATION, ARTICLES OF INCORPORATION, BY-LAWS AND GENERAL INFORMATION SHEET AND CERTIFICATION THEREOF AS TRUE COPIES OF THE ORIGINALS

1. When two or more applications are simultaneously filed involving the same transaction (change/conversion of immigration status under Section 9 (d) or Section 9(g)[missionary], or Special Work Permit) by a corporate petitioner in behalf of its corporate investors, shareholders, officers, employees, members or missionaries, including their dependents, the certified true copy of the SEC Certificate of Registration, Articles of Incorporation, By-Laws and General Information Sheet may be submitted and attached only in one of such applications: Provided, that all such applications must be assigned to only one lawyer hearing officer for processing, evaluation and issuance of appropriate recommendation.

2. The certification of the SEC Certificate of Registration, Articles of Incorporation, By-Laws and General Information Sheet as true copies of the originals thereof may be undertaken by the corporate secretary or any corporate officer who have legal custody of such originals.

IV.

APPLICATION/REQUEST FOR TOURIST VISA EXTENSION AT INTERNATIONAL PORTS OF ENTRY/EXIT

Applications and/or requests for tourist visa extension filed at any international port of entry/exit shall immediately be referred and forwarded to the Visa Extension Section of the BI Main Office or concerned sub-port/field office for appropriate action.

V.

EXPRESS LANE FEE

As authorized under Section 7-A of Commonwealth Act No. 613 (Philippine Immigration Act of 1940), as amended, and consistent with existing regulations, every application for issuance and implementation of any visa, special permit, other transaction, and extensions thereof, if applicable, covered by and under the VIMS system, as well as the issuance of BI Clearance Certificate, shall be assessed with an Express Lane Fee in the amount of Five Hundred Pesos (PhP 500.00) only.

VI.

EFFECTIVITY

These supplemental guidelines shall take effect immediately.

Let copies of this Memorandum Order be posted in conspicuous areas of the Bureau and furnished to the Associate Commissioners; Executive Director; Chiefs of the Board of Special Inquiry, Law and Investigation Division, Immigration Regulation Division, Alien Registration Division, Finance and Management Division, Cash Section, Computer Section, Visa Extension Section, Student Desk, Derogatory Section, Verification and Certification Unit; Over-all Head of BI-NAIA and Heads of other international ports of entry/exit; Head of the VIMS Management Committee; VSMS Pre-Evaluation and Information Desk; and all Ports and Sub-Ports Alien Control Officers (ACOs).

Let copies of this Memorandum Order be filed with the Office of National Administrative Register (ONAR), at the U.P. Law Center, U.P Law Complex, Diliman, Quezon City.

Adopted: 15 Feb. 2008

(SGD.) MARCELINO C. LIBANAN
Commissioner

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