

GUIDELINES FOR LIMITED PERMITS TO WORK FOR STATE-SPONSORED INTERNATIONAL AND/OR CROSS-CULTURAL, ARTISTIC AND EDUCATIONAL EXCHANGES

BI IMMIGRATION MEMORANDUM CIRCULAR NO. SBM-2014-008, July 28, 2014

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/bm-2014-008/>

Adopted: 28 July 2014

Date Filed: 04 August 2014

These guidelines shall govern the issuance of Limited Permits to Work (LPW) under CA 613, Sec 42(a)(32).

Section 1. Coverage. – Foreign government-sponsored volunteers, who are commissioned for cross-cultural, artistic and educational exchanges, may be issued BI LPWs, provided, the cross-cultural, artistic and educational exchanges are evidenced by an existing bi-/multi-lateral instrument, similar but not limited to covenants, conventions, protocols, declarations, charters, memoranda of understanding, exchange of notes, note verbale and agreements on cooperation and the like, where the Philippines is a co-signatory.

Section 2. Documentary Requirements – The Petitioner for LPW shall submit the following documents:

- Joint letter-request addressed to the Commissioner from the Petitioner organizations, institutions or agencies and the applicant;
- Sponsorship agreements between the recognized local cultural, artistic or educational organization, institution, foundation or agency and the applicant;
- Appointment by the host or receiving organization, institution, foundation or agency with the acceptance and signature of the applicant;
- Certified true copy of the Memorandum of Understanding (MOU) between the sponsor and Local Government Unit (LGU) concerned;
- Affidavit of Support and Guarantee by Petitioner assuring that the applicant shall not become a public charge;
- Duly-signed Curriculum Vitae (CV) of applicant, specifying, among others, his/her educational attainment, work experiences and trainings;
- Photocopy of applicant's passport bio-page, visa-implementation page and latest admission with valid authorized stay; and
- BI Clearance Certificate (BICC).

Section 3. Validity. – The LPW shall be valid for a period of not less than three months but not more than one year, without conversion to any other immigration status.

Section 4. Applicable Fees. – Unless exempted in the bi-/multi-lateral instrument or agreement, the following fees shall be assessed:

Application Fee

PhP 2,000

Certification Fee

PhP 500

Legal Research Fee

PhP 20

Service Fee

PhP 100

Express Lane (Certification)

PhP 500

Express Lane (Filing)

PhP 500

Total

PhP 3,620

Section 5. Repealing Clause – All circulars, issuances and memoranda that are inconsistent with this Operations Order are hereby repealed, amended or modified accordingly.

Effectivity Clause – This Circular shall take effect fifteen (15) days from publication and fifteen (15) days from receipts of the Office of the National Administrative Register (ONAR), U.P. Law Center, U.P. Diliman, Quezon City.

28 July 2014

(SGD) SIEGFRED B. MISON
Commissioner

APPROVED:

(SGD) LEILA M. DE LIMA
Secretary, Department of Justice (DOJ)

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