



Philippine Economic Zone Authority


MEMORANDUM CIRCULAR NO. 2020-012

TO : ALL ECOZONE ENTERPRISES
ALL ECOZONE DEVELOPERS / OPERATORS
ALL ZONE ADMINISTRATORS / ZONE MANAGERS / OICS

FROM : BGen CHARITO B. PLAZA MNSA, PhD
Director General

DATE : 13 March 2020

SUBJECT : PEZA SERVICES, ASSISTANCE AND ADVISORY RE
COVID-19 SITUATION



In relation to the Covid-19 situation, and government directives relative thereto, please be advised that PEZA services will continue as usual, including services of PEZA Head office and PEZA zone offices in the National Capital Region, notwithstanding the community quarantine declaration for Metro Manila. For the period covered by the Metro Manila quarantine period from 15 March 2020 to 12 April 2020, PEZA services in Metro Manila shall be rendered on flexi-time, skeletal workforce or work-from-home basis during the quarantine. PEZA units in the Joint PEZA-Customs Offices (JPCO) in MICP, POM and NAIA shall be manned by PEZA personnel in accordance with the schedule of the BOC counterpart in the JPCO.

In order to prevent, or at the least minimize, personal interaction to avoid possible transmission of the coronavirus and thereby protect both your employees and PEZA employees as well, the following shall apply to all enterprises and all PEZA zone offices nationwide, including the PEZA Head office, during the period of the State of Public Health Emergency throughout the Philippines and during the Metro Manila quarantine period :

1. PEZA Head Office and all PEZA zone offices in Metro Manila will continue to render all its services for the usual working days during the entire period of the quarantine from 15 March 2020 to 12 April 2020, either as skeletal force or work-from-home basis. However, action on requests for disposition of equipment shall be deferred until after the quarantine period, unless it is matter of urgency for the enterprise concerned.
2. Applications for Letters of Authority (LOA) to the PEZA Head Office and other letters of request (except Permit applications) may be filed through email addressed to the Office of the PEZA Director General (odg@peza.gov.ph), together with the scanned copies of the supporting documents, if any, OR as applicable to the ZA/ZM/OIC. In the alternative, LOA applications and letters of request intended for Head Office may be submitted by the PEZA enterprise to the office of its ZA/ZM/OIC which shall then forward the application to the Office of the PEZA Director General.

3. Import Permits and Export Declaration applications shall continue to be processed through the PEZA electronic Import Permits System and the PEZA Automated Export Declaration System, following the regular PEZA procedures. All supporting documents shall be submitted to the Zone Administrator/Zone Manager/Officer-in-Charge (ZA/ZM/OIC) via email from the authorized PEZA representative of the enterprise.
4. Applications for PEZA Permit Forms 8105 and 8106 may be filed via email to your respective PEZA Zone Administrator / Zone Manager / Officer-in-Charge (ZA/ZM/OIC). The procedure shall be as follows:
 - a. Fill up the hard copy of the form (in the way that you would if you were to submit / file the hard copy itself), scan and send via email to your respective ZA/ZM/OIC, together with the scanned prescribed supporting documents, including scanned copy of Official Receipt of payment to Bureau of Customs of duties and taxes / VAT, if applicable, and Official Receipt of PEZA for the payment of PEZA processing fees as applicable. The form shall be sent from the email account/address of the authorized representative of the enterprise to PEZA.
 - b. The accomplished Form shall be signed by the ZA/ZM/OIC and scanned and emailed back to the enterprise concerned via the email account / address of the enterprise authorized representative to PEZA, together with an email message from the ZA/ZM/OIC indicating the approval, the serial number of the PEZA Permit Form and the Control No. of the approved Permit. The print-out of the approved Permit and the corresponding email message of the ZA/ZM/OIC shall be presented to the Gate Guard prior to exit the corresponding goods / shipment.
5. The ZA/ZM/OIC is hereby instructed to inform the enterprises in their respective zone of arrangements made with BOC in the zone in connection with the above-cited print-out copy of the approved Permit.
6. Inspection of goods may be done virtually, using available applications on mobilephones such as viber videocall, facetime, etc. The authorized representative of the Enterprise shall himself make the videocall to the ZA/ZM/OIC of the PEZA zone officer designated by the ZA/ZM/OIC at the time agreed upon. In case the PEZA authorized representative is not available, he/she shall inform the ZA/ZM/OIC by email of the name and position of the designated personnel who shall make the videocall to the ZA/ZM/OIC for the inspection. The Enterprise representative making the videocall shall present / show his/her ID before the virtual inspection is conducted by the ZA/ZM/OIC or designated PEZA personnel. The PEZA enterprise representative shall, after presenting his/her I.D. shall establish his location and the location of the goods for inspection. Such other requirements and procedures to ensure the integrity of the inspection may be prescribed by the ZA/ZM/OIC
7. PEZA fees shall continue to be paid to the PEZA collecting officer in the zone location of the Enterprise or to the PEZA Head Office cashier, as applicable. For LOA applications or letters of request intended for PEZA Head Office, payment may be made in the zone office of the enterprise. The scanned copy of the Official Receipt issued by the PEZA zone collecting

officer shall be sent by the PEZA enterprise via email to the Office of the Director General (odg@peza.gov.ph).

The PEZA Collecting Officer in the zone who received the payment intended for a LOA to be issued by the PEZA Director General / PEZA Head Office is hereby instructed to scan and send by email to odg@peza.gov.ph all Official Receipts he/she issued for said payments.

8. All PEZA units in the Joint PEZA-Customs Office (JPCO) in all the ports will be open and manned by PEZA personnel in accordance with the work schedules of the Bureau of Customs counterpart in the JPCO in the respective ports.
9. Applications for Building Permits for New and Expansion Projects, including Occupancy Permits, may be filed via email to your respective PEZA Building Official. However, for NCR-based I.T.Parks/Centers and Manufacturing Ecozones, PEZA shall allow the applicant locator-enterprise to submit online its Program of Work and Work Safety Plan and to proceed with its construction / fit-out works. The same procedure shall apply to NCR-based locators with their applications for Annual Inspection Certificate and renewal of Permit to Operate. For this purpose, PEZA shall waive the penalty for incomplete Building Permit applications during the quarantine period. However, the concerned locator-enterprise is required to submit the complete documents as required in the National Building Code immediately after the quarantine period.

All enterprises are further advised that tax and duty exemption shall be granted to importations by PEZA-registered enterprises of face masks, gloves, sanitizers, alcohol, and other disinfectant /sanitizer solutions and sanitizing equipment needed for use of their employees and for their respective facilities. Importations of these goods shall be lodged as Regulated Importables in the PEZA eIPS.

To ensure the continued / unhampered movement of employees of PEZA enterprises to / from Metro Manila to / from the Enterprise facility outside Metro Manila during the period of community quarantine in Metro Manila, we have written the Secretary of Interior and Local Government that we will be issuing PEZA Passes / Stickers to the enterprise buses that will shuttle their employees (copy of the letter to Secretary Año is attached).

We earnestly request all enterprises to implement health and preventive measures vs. COVID-19 for the welfare of their employees such as thermal scanning, implementation of social distancing, provision of sanitizers, facemask and other protective materials, and to report to the Department of Health office in your area any suspected case of COVID-19 among your employees.

For any questions on the above, you may continue to get in touch with the zone offices or the Head Office Departments/Units concerned as there will be a skeletal workforce and / or full workforce during regular working hours.

For your guidance. 



Philippine Economic Zone Authority

13 March 2020

Secretary EDUARDO M. AÑO
Department of Interior and Local Government
DILG-NAPOLCOM Building
EDSA cor. Quezon Avenue, Quezon City

Thru: Undersecretary EPIMACO V. DENSING III
PEZA Board Member

Dear **Sec. Año**:

To begin, we would like to express our sincere gratitude for giving PEZA your continuous support on its programs.

We are writing in connection with the declared community quarantine in the Metro Manila/NCR area effective 15 March 2020 wherein one measure is to impose restriction to land travel in going in and out of the Metro Manila area. To assist in the travel of the employees of PEZA-registered companies who are living outside Metro Manila area, some companies are going to transport/shuttle them from designated areas outside the Metro Manila area directly to the PEZA ecozones, particularly the IT Parks/Centers and manufacturing economic zones (i.e., Amkor, Food Terminal Inc., Lufthansa Technik, and Victora Wave) within the Metro Manila area.

To assist these PEZA-registered companies, PEZA shall be issuing PEZA Passes/ Stickers to the buses that will be exclusively used to transport/shuttle the employees to the PEZA ecozones that will be affected by the 30-day lockdown period in the NCR. Also, issuance of the PEZA Passes/Stickers shall include PEZA-accredited trucks transporting goods that are either for import or export of the PEZA-registered companies. In connection with this, may we request your support in coordinating with the PNP and concerned LGUs that these buses and trucks with PEZA issued passes/stickers be authorized to pass through the check/chokepoints that will be set-up by the PNP and the AFP in the boundaries of the Metro Manila area unhampered in order to ensure business continuity as contemplated by the national government.

We hope that we can obtain your favorable consideration on this matter.

Once again, thank you very much for your unwavering support to PEZA.

Very truly yours,


BGen CHARITO B. PLAZA MNSA, PhD
Director General

5F Building 5, DOE-PNOC Complex Energy Center
34th Street Bonifacio Global City, Taguig City Metro Manila
Telephones: (+632) 551-3451 | 551-3438 • Facsimile: (+632) 551-3442
Email: info@peza.gov.ph • Website: www.peza.gov.ph

ISO 9001:2015 Certified Organization
with Certificate Nos. AJA 08/13114 and AJA08-0009



Philippine Economic Zone Authority

13 March 2020

HON. REY LEONARDO B. GUERRERO

Commissioner
Bureau of Customs (BOC)
Port Area, Manila

Dear Commissioner Guerrero:

We are writing in relation to the recent approval by PRRD on the recommendations of the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Disease, under Resolution No. 11 which include the lockdown of the National Capital Region (NCR) and that all manufacturing, retail and service establishments are advised to remain in operations during the period, , among others.

To ensure the continuous production operations of our locator enterprises operating in the various PEZA ecozones, PEZA has resolved to be "Business as Usual" in PEZA Head Office, all PEZA ecozones and the respective PEZA units of the Joint PEZA Customs Office (JPCO) at various ports.

In this connection, we wish to request your kindest consideration on the availability of BOC personnel in all PEZA ecozones and various BOC unit of JPCOs for the provision of the much needed services that will allow the continuous movement of ecozone goods during this period.

We look forward to your favorable consideration of the above request.

Thank you very much.

Very truly yours,



BGEN CHARITO B. PLAZA, MNSA, PhD
Director General

Cc: All PEZA ZAs/ZMs/OICs
JPCOs

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