




PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2020- 040

TO : ALL ECOZONE I.T. ENTERPRISES
ALL PEZA ZONE ADMINISTRATORS/ZONE MANAGERS/OICs

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

DATE : 31 July 2020

SUBJECT : EXTENSION OF VALIDITY OF PEZA MEMORANDUM CIRCULAR
NO. 2020-011 RE: WORK FROM HOME OPERATIONS

In order to further assist PEZA-registered Ecozone Information Technology (I.T.) Enterprises in continuing their operations under various quarantine conditions in view of the COVID-19 pandemic, PEZA recognizes the urgent need for the I.T. Enterprises to continually move their equipment and people in order to respond to the needs of their clients while navigating through the various conditions required under various types of quarantines implemented in their respective locations.

In consideration thereof, PEZA Memorandum Circular No. 2020-11 dated 05 March 2020, entitled "*PEZA Assistance To Ecozone I.T. Enterprises in Responding to COVID-19 (Coronavirus Disease)*" is hereby **extended until 31 August 2020.**

All I.T. Enterprises which have implemented or will implement the movement of their equipment and other assets and assignment of personnel from their PEZA-registered I.T. Center/Building locations to Work from Home operations or to non-PEZA registered sites up to 31 August 2020 shall submit to PEZA the required documents provided in PEZA MC No. 2020-11 not later than 31 August 2020 including the required Bond. The required period for submission of required documents after the actual withdrawal of equipment and assets from the PEZA-registered I.T. Center/Building location of the I.T. Enterprise is also hereby extended up to 31 August 2020,

Effective 01 September 2020, all withdrawal / movement of equipment and other assets from the registered PEZA I.T. Building/Center location of the PEZA I.T. Enterprise shall be subject to standard PEZA requirements **prior to** the withdrawal of its equipment/assets from their registered PEZA I.T. Building/Center location.

In addition to the foregoing, all are informed that in view of the COVID-19 situation, the PEZA Board has allowed PEZA I.T. Enterprises to engage in Work From Home operations to the extent of up to 90% of their total revenues, up to 31 December 2020. The corresponding guidelines shall be issued by PEZA in a separate circular.

For your information and guidance.


HOA/RVSS