




PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2020 - 049

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

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

DATE : 22 October 2020

SUBJECT : (1) FURTHER EXTENSION OF MC NO. 2020-011 ENTITLED "PEZA ASSISTANCE TO ECOZONE I.T. ENTERPRISES IN RESPONDING TO COVID-19 (CORONA VIRUS DISEASE)"
(2) PEZA BOARD APPROVAL OF WORK-FROM-HOME ARRANGEMENT FOR ECOZONE I.T. ENTERPRISES UP TO 90% OF TOTAL REVENUES

In order to further assist PEZA Ecozone I.T. Enterprises in their operations during the COVID-19 pandemic and to facilitate the continued ease in movement of their I.T. equipment and other assets for the purpose of setting up work-from-home operations and other work arrangements outside their PEZA-registered I.T. Center facilities, PEZA Memorandum Circular (MC) No. 2020-011 entitled "PEZA Assistance to Ecozone I.T. Enterprises in Responding to COVID-19 (Corona Virus Disease)", which was extended under MC No. 2020-040 dated 31 July 2020, is hereby further extended until **31 December 2020**, subject subsequently to guidelines and requirements that PEZA will issue for Work From Home (WFH) and other work arrangements outside PEZA-registered I.T. Centers.

Until 31 December 2020, no prior LOA is required for the movement of I.T. equipment and other assets of Ecozone I.T. Enterprises from their PEZA-registered I.T. Center facilities. However, prior to the movement / withdrawal of I.T. equipment and other assets from their PEZA-registered I.T. Center facilities, the following documentary requirements shall be submitted by the Ecozone I.T. Enterprise to the office of the PEZA Zone Manager of the PEZA I.T. Center where the I.T. equipment and other assets are located: (1) PEZA Permit Form 8106; (2) Certified List of I.T. Equipment and other Assets to be brought out of the PEZA-registered I.T. Center, signed by the highest responsible official of the Ecozone I.T. Enterprise; and (3) Surety Bond to cover the amount of duties and taxes that would otherwise have been due on the said I.T. equipment and other assets as determined by the Bureau of Customs, with copy of the Official Receipt evidencing payment of the corresponding Bond premium.

Once PEZA issues the Guidelines and Application Forms for the WFH Arrangements, all Ecozone 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 locations to WFH operations or to non-PEZA registered sites shall submit to PEZA the required documents provided under such guidelines within thirty (30) days from the issuance of the said Guidelines.

Further, in response to requests from PEZA Ecozone I.T. Enterprises, the PEZA Board has issued Board Resolution No. 20-330 allowing Work-From-Home arrangements of PEZA Ecozone I.T. Enterprises up to the equivalent of 90% of total revenues of the PEZA Ecozone I.T. Enterprise, effective until 12 September 2021, the end of the period of the State of National Calamity due to the COVID-19 pandemic under Proclamation No. 1021 issued by the President of the Philippines. Guidelines will be subsequently issued by PEZA.

For your information and guidance.


HOA/rvss



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