MEMORANDUM CIRCULAR NO. 2006-028

TO: ALL PEZA-REGISTERED LOCATOR ENTERPRISES (Export, IT, Tourism, Domestic, and Facilities Enterprises, such as Logistics/Warehousing/Recycling)

FROM: DIRECTOR GENERAL LILIA B. DE LIMA

SUBJECT: REVISED FORM OF THE ECONOMIC ZONE MONTHLY PERFORMANCE REPORT (EZMPR)

DATE: 30 OCTOBER 2006

In line with PEZA’s efforts to capture all needed information in monitoring the performance of all PEZA-registered Enterprises, PEZA has revised its Economic Zone Monthly Performance Report (EZMPR). Aside from Export and IT Enterprises, EZMPR will now be submitted also by Tourism, Domestic, and Facilities Enterprises such as Logistics/Warehousing and Recycling Enterprises.

Attached herewith is a copy of the Revised EZMPR Form that may be downloaded from the PEZA website (www.peza.gov.ph).

SUBMISSION

The following shall be the procedure in the submission of the EZMPR:

With e-mail facility:
1. Download from the PEZA website (www.peza.gov.ph) a copy of the EZMPR Excel file into a diskette or into your computer;
2. Make a backup copy of the EZMPR Excel File in your computer;
3. Encode the pertinent data for the current EZMPR, making sure you retain a back-up copy of the Report;
4. Send the EZMPR by e-mail to the PEZA Enterprise Assistance Department (PEZA-EAD) in your Zone.

Without e-mail facility:
1. Bring a diskette to the PEZA Office in your Zone and copy the EZMPR excel file;
2. Make a backup copy of the EZMPR Excel File in your computer;
3. Encode the pertinent data for the current EZMPR, making sure you retain a back-up copy of the Report;
4. Submit the EZMPR diskette to PEZA-EAD in your Zone.

"Trabaho at kabuhayan sa bawat tao"

President Gloria Macapagal-Arroyo
EFFECTIVITY

All PEZA Enterprises are required to use the revised form beginning with the October 2006 Report (to be submitted on 05 November 2006, and on or before every 5th day of the month thereafter).

For inquiries and clarifications, please get in touch with the Management Information Systems Department (MISD) at telephone numbers (02) 951-9591 and 833-0400, or via e-mail at mis@peza.gov.ph. You may likewise call the PEZA Office in your respective zones.

This supersedes all previous circulars relative to EZMPR.

Thank you very much for your continuous support and cooperation.
<table>
<thead>
<tr>
<th>PHILIPPINE ECONOMIC ZONE AUTHORITY</th>
<th>Economic Zone Monthly Performance Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locator Enterprise:</td>
<td></td>
</tr>
<tr>
<td>Type of Enterprise:</td>
<td></td>
</tr>
<tr>
<td>Ecozone:</td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Year</td>
</tr>
<tr>
<td>Prepared by:</td>
<td></td>
</tr>
</tbody>
</table>

### I. Employment / Number of Workers

- Production
- Management
- Others

### II. SALARIES, WAGES AND OTHER BENEFITS

- **$**

### III. SALES

- A. Export Sales (FOB value)
  - 1. Direct Exports
  - 2. Constructive/Indirect Exports
    - a. To PEZA-registered Enterprises
    - b. To other export-producers
  - 3. Export Sub-contracts (Far-in)
    - a. From PEZA-registered Enterprises
    - b. From other export-producers
- B. Other Sales
  - 1. Local Sales
  - 2. Local Subcontracts

### IV. IMPORT AND CONSIGNMENTS (FOB value)

- A. Machineries and Equipment
  - 1. Imported by the company
  - 2. Consignments
- B. Raw Materials
  - 1. Imported by the company
  - 2. Consignments
- C. Other Imports
  - 1. Spare Parts
  - 2. Others (e.g. Supplies, dies, moulds, etc)
- D. Constructive/Indirect Importation
  - 1. From PEZA-registered Enterprises
  - 2. From non-PEZA export-producers

### V. LOCAL PURCHASES

- **$**

*Please fill up all applicable fields.*
<table>
<thead>
<tr>
<th>Type of Enterprises</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing Enterprises</td>
<td>export-oriented</td>
</tr>
<tr>
<td>IT Enterprises</td>
<td>software development and IT services</td>
</tr>
<tr>
<td>Financial Enterprises</td>
<td>investment banking and other financial services</td>
</tr>
<tr>
<td>Tourism Enterprises</td>
<td>travel agencies and tour operators</td>
</tr>
</tbody>
</table>

**I. PRINCIPLES AND GUIDELINES OF EMPLOYMENT**

Only employees of the company are eligible for membership in the company's membership organization. Employees are required to observe the principles and guidelines of employment, which include the following:

A. Principles

1. Employees shall not engage in any activity that may be considered to be in conflict with the interests of the company, such as engaging in illegal activities or activities that may damage the company's reputation.
2. Employees shall not engage in any activity that may be considered to be in conflict with their duties, such as engaging in activities that may interfere with their ability to perform their work.

B. Management

1. The company shall ensure that employees are not engaged in activities that may be considered to be in conflict with the interests of the company, such as engaging in illegal activities or activities that may damage the company's reputation.
2. The company shall ensure that employees are not engaged in activities that may be considered to be in conflict with their duties, such as engaging in activities that may interfere with their ability to perform their work.

C. Employees

1. Employees shall not engage in any activity that may be considered to be in conflict with the interests of the company, such as engaging in illegal activities or activities that may damage the company's reputation.
2. Employees shall not engage in any activity that may be considered to be in conflict with their duties, such as engaging in activities that may interfere with their ability to perform their work.

**II. HOURS AND OTHER BENEFITS**

1. Hourly wages and wage payments are set as follows:

<table>
<thead>
<tr>
<th>Hourly Wages (per 1000 JPY)</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>sick leave, vacation leave,</td>
</tr>
</tbody>
</table>