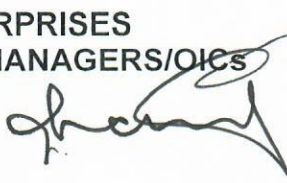




PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2021-017

FOR : ECONOMIC ZONE DEVELOPERS/ENTERPRISES
ECONOMIC ZONE ADMINISTRATORS/MANAGERS/OICs

FROM : BGEN CHARITO B. PLAZA MNSA, PhD 
DIRECTOR GENERAL

DATE : 08 March 2021

SUBJECT : LATEST ADVISORY REGARDING THE REQUIREMENTS IN
REQUESTING PEZA ENDORSEMENTS FOR TRAVEL BAN
EXEMPTION

Please be advised that per the latest DFA Advisory, **starting 08 March 2021**, the following requirements must be submitted for processing of the PEZA Endorsement for the issuance of a Travel Ban Exemption:

1. Company's letter-request for PEZA Endorsement, duly-signed by its highest responsible official, stating completely the following details:
 - a. Foreign National's **NAME, NATIONALITY, & POSITION** in the company;
 - b. Foreign National's **CONTACT DETAILS (Mobile Number and valid Email Address)**;
 - c. **CONTACT DETAILS (Mobile Number and valid Email Address) of the Company's Authorized Representative**;
 - d. Name and nationality of the dependents, if any/applicable;
 - e. Detailed justification/reason for the request for travel ban exemption.
(Note: general reason such as "essential and necessary in the operation of the company" and similar wordings will not be accepted as valid to process such request).
 - f. Length of stay in the Philippines;

Said letter-request must be addressed to:

BGEN. CHARITO B. PLAZA MNSA, PhD
DIRECTOR GENERAL
PHILIPPINE ECONOMIC ZONE AUTHORITY
10th floor, DoubleDragon Center West Building
DD Meridian Park, Macapagal Avenue, Pasay City

2. Attachments:

- a. Clear copy of the Foreign National's passport's Biopage;
- b. Complete and duly-accomplished DFA-OCA Excel Form stating the Foreign National's information details (pls. see attached DFA-OCA FN Details Revised as of 08 March 2021); and
- c. Proof of employment.

PLEASE BE ADVISED THAT PER THE DFA ADVISORY, FLIGHT ARRANGEMENTS MUST BE FINALIZED ONLY AFTER THE FOREIGN NATIONALS RECEIVED THEIR EXEMPTION DOCUMENTS FROM THE DFA.

The letter-request with the abovementioned attachments must be emailed to odgcbp@peza.gov.ph, with indication in the email subject panel : "REQUEST FOR TBE ENDORSEMENT / (COMPANY NAME)". Our PEZA-FNU will accept, evaluate and process only those requests with complete requirements/information as abovementioned and emailed to odgcbp@peza.gov.ph.

Be reminded that all requesting entities and the incoming/inbound Foreign Nationals must strictly observe the immigration procedures and all health, safety and quarantine protocols being mandated by the Philippine Government.

Finally, we enjoin once more all PEZA-registered companies to inform PEZA, through the Foreign Nationals Unit (PEZA-FNU) through email at fnu@peza.gov.ph, regarding the arrival of their foreign nationals, and their respective dependents if any, within seventy-two (72) hours from entry to the Philippines, for monitoring purposes. Failure to report shall affect future requests for endorsements from said company.

All previous issuances inconsistent herewith are hereby modified accordingly.

This Memorandum takes effect immediately.

For the information and guidance of all concerned.

No.	Name	Nationality	Passport No.	Valid Visa of Foreign (Type and Validity), if any [‡]	Philippine Embassy or Consulate ^φ	Email Address of Focal Person
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Note:

‡ If the visa expires within the next 30 days from the time you receive this email notice or its validity goes beyond the intended travel date, indicate which Philippine Embassy or Consulate will the foreign national apply if the request for exemption from the temporary suspension of visa issuance is granted by the Department of Foreign Affairs.

φ Indicate the Philippine Embassy or Consulate where the foreign national will lodge his/her visa application if the request for exemption from the temporary suspension of visa issuance is granted.