



Philippine Economic Zone Authority

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MEMORANDUM CIRCULAR NO. 2006 028 *efp*

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 *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.

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) 551-9591 and 833-0460, or via e-mail at mis@peza.gov.ph. You may likewise call the PEZA Office in your respective zones.

This supercedes all previous circulars relative to EZMPR.

Thank you very much for your continuous support and cooperation.

PHILIPPINE ECONOMIC ZONE AUTHORITY
Economic Zone Monthly Performance Report

Locator Enterprise

Type of Enterprise

Ecozone

Month Year

Prepared by

I. Employment / Number of Workers 0.00

- A. Production
- B. Management
- C. Others

II. SALARIES, WAGES AND OTHER BENEFITS Pesos

III. SALES

- A. Export Sales (FOB value) 0.00 US\$
 - 1. Direct Exports US\$
 - 2. Constructive / Indirect Exports
 - a. To PEZA-registered Enterprises US\$
 - b. To other export-producers US\$
 - 3. Export Sub-contracts (Farm-In)
 - a. From PEZA-registered Enterprises US\$
 - b. From other export-producers US\$
- B. Other Sales 0.00 Pesos
 - 1. Local Sales Pesos
 - 2. Local Subcontracts Pesos

IV. IMPORT AND CONSIGNMENTS (FOB value) 0.00 US\$

- A. Machineries and Equipment 0.00 US\$
 - 1. Imported by the company US\$
 - 2. Consignments US\$
- B. Raw Materials 0.00 US\$
 - 1. Imported by the company US\$
 - 2. Consignments US\$
- C. Other Imports 0.00 US\$
 - 1. Spare Parts US\$
 - 2. Others (e.g. Supplies, dies, moulds, etc) US\$
- D. Constructive/Indirect Importation 0.00 US\$
 - 1. From PEZA-registered Enterprises US\$
 - 2. From non-PEZA export-producers US\$

V. LOCAL PURCHASES Pesos

* Please fill up all applicable fields.

Notes and Definitions on the Economic Zone Monthly Performance Report

Type of Enterprise

- Manufacturing Enterprise** : enterprises which has been registered with the PEZA to engaged in manufacturing, assembling or processing activity
- IT Enterprise** : enterprises operating / offering IT services
- Facilities Enterprise** : enterprises engaged in either or both: (i.) warehouse facility for the storage, deposit, safekeeping of goods for subsequent transfer directly to the ecozone plant of the PEZA-registered export enterprise-owner / consignee thereof; (ii.) importation or procurement from local sources and / or from other PEZA-registered enterprises of goods for resale, or for packing / covering, cutting or altering to customers' specification, mounting and / or packaging into kits or marketable lots thereof for subsequent sale, transfer or disposition directly to PEZA-registered export enterprises, and to export enterprises in non-PEZA economic zones, for direct export, or for consignment to PEZA-registered export enterprises.
- Tourism Enterprise** : enterprises registered with PEZA for the establishment and operation, within PEZA-registered Tourism Ecozones, of sports and recreation centers, accommodation, convention, and cultural facilities and other special interest and attraction activities / establishments, with foreign tourists as primary clientele

I. EMPLOYMENT/NUMBER OF WORKERS

Only employees of the economic zone locator enterprise (Respondent) should be reported in the employment figure. Workers provided by service and other enterprises contracted by the Respondent (e.g. janitors, messengers, security guards) should not be included.

- A. Production** : Employees directly involved in production operations and whose salaries are included in the cost of sales/cost of goods sold presented in the Income Statement of the Respondent
- B. Management** : Officials and personnel not directly involved in production operations and whose salaries are included under overhead / operating expenses in the Income Statement of the Respondent, provided that messengers, drivers, and other workers performing non-production and non-management / supervisory functions should not be included under this category
- C. Others** : Non-production and non-management employees of Respondent (e.g. janitors, messengers, utility workers)

II. SALARIES, WAGES AND OTHER BENEFITS

Total gross salaries and wages paid to all employees including the 13th month pay and the value of all non-salary/non-wage benefits granted to the employees.

III. SALES

A. EXPORT SALES (FOB US Dollars)

- 1. Direct Exports** : Sales from services rendered / goods owned, produced and directly exported by the Respondent out of the country, including re-exportation of machineries, equipment and raw materials
- 2. Constructive / indirect Exports** : Sales from services rendered / goods: (i) owned and produced by the Respondent; or, (ii) imported by the Respondent, sold to other export-producer enterprises operating in the country, which uses these as raw materials or components to manufacture the products that are subsequently exported or sold to special entities in the country (e.g. Asian Development Bank, foreign embassies and consulates and other international organizations accredited by the Philippine Government) which are entitled to import goods and other articles tax and duty free
- a.** To economic zone export-producers (other PEZA-registered Enterprises)
- b.** To other export-producers
- 3. Export Subcontracts** : Sales from fees charged for partial or total processing of goods owned by other export-producer enterprises under subcontracting arrangements. The sales to be reported should be limited to the processing fees received by the Respondent, inclusive of the costs of inputs supplied by the Respondent in the processing it has undertaken, but not including cost of materials provided by the contractor enterprises.
- a.** From economic zone export-producers (other PEZA-registered Enterprises)
- b.** From other export-producers

B. OTHER SALES

- 1. Local Sales** : Sales from products sold by the Respondent in the domestic market
- 2. Local Subcontracts** : Sales by the Respondent for subcontracting work performed for domestic market-oriented enterprises (i.e. non exporters)

IV. IMPORTS AND CONSIGNMENTS (FOB US Dollars)

- A. MACHINERIES AND EQUIPMENT** : FOB cost of machineries, equipment and other capital goods used in the production/manufacturing operations of the Respondent
- 1. Imported by the company** : FOB cost of machineries, equipment and other capital goods which are bought or acquired by the Respondent from a foreign supplier, and which are, therefore, owned by the Respondent
- 2. Consignments** : FOB cost of machineries, equipment and other capital goods owned and supplied by overseas enterprises, usually parent and/or buyer / customer companies
- B. RAW MATERIALS** : FOB cost of all production inputs in the manufacturing operations of the Respondent which become physically incorporated as part of the export product
- 1. Imported by the company** : FOB cost of raw materials which are bought or acquired by the Respondent from a foreign supplier, and which are, therefore, owned by the Respondent
- 2. Consignments** : FOB cost of raw materials owned and supplied by overseas enterprises, usually parent and/or buyer / customer companies
- C. OTHER IMPORTS**
- 1. Spare Parts** : FOB cost of all parts of machinery and equipment, which the Respondent imports to replace and / or substitute worn out parts
- 2. Others (e.g. supplies, dies, moulds, etc.)** : FOB cost of all materials used in the manufacturing process, but which do not form part of the product, including those consumed in the maintenance of machinery and equipment and other activities, which do not become part of the machinery and equipment
- D. CONSTRUCTIVE/ INDIRECT IMPORTATION**
- 1. From economic zone export-producers (other PEZA-registered Enterprises)** : FOB cost of raw materials sourced from other PEZA-registered enterprises that have been imported tax and duty free
- 2. From non-PEZA export-producers** : FOB cost of raw materials sourced from non-PEZA export producers, e.g. BOI export producers, custom bonded warehouses and other export producers in non-PEZA ecozones.

V. LOCAL PURCHASES (Pesos)

Value of raw materials, machineries and equipment, spare parts, supplies, purchased by the Respondent from local sources, including those which may have been previously imported with taxes and duties paid by the seller companies