MEMORANDUM CIRCULAR NO. 2007-026

TO : 1. All Economic Zone Developers and Enterprises  
     2. All PEZA Officials and Employees Concerned

FROM : The Director General

DATE : 07 November 2007

SUBJECT : Inspection and Other Site Visits of Developers’ and  
           Enterprises’ Facilities During the Holiday Season.

All concerned are hereby informed that we are suspending field inspection  
and/or audit of facilities, installations, financial documents and other records of  
our developers and locator enterprises in the economic zones, IT parks and IT  

This prohibition is intended to isolate our ecozone and IT parks  
enterprises and other clients from unnecessary and unwanted distractions during the season as well as to forestall any inappropriate perception by our clients in the zones.

Therefore, all PEZA engineers, building officials, enterprise service  
officers, environmental safety specialists, police officers, fire officers and labor  
officers are directed to suspend inspection of buildings, machinery and  
equipment, other engineering/environmental-related facilities, including fire,  
labor, security and other industrial safety facilities and installations of developers  
and locator-enterprises. The prohibition also covers examination of accounting  
and other financial records, production/manufacturing documents and materials  
inventory.

In very exceptional cases, however, only critical inspection may be  
allowed for purposes of issuing original occupancy permit and/or permit to operate. Likewise, meetings and mediations between labor and management maybe allowed only at the office of the Zone Administrator/Manager/Officer-In-Charge in the presence of these zone officials. In such cases, only the Director General is authorized to issue and approve travel orders for the purpose.

For strict compliance.

LILIA B. DE LIMA

"Trabaho at kabuhayan sa bawat tao"  
President Gloria Macapagal-Arroyo