



Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. 2014-028

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

FROM : The Director General

DATE : 22 October 2014

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 buildings from **24 November 2014 to 09 January 2015**.

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

