



PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO 2022-007

FOR : ALL ECOZONE ENTERPRISES
ALL PEZA ZONE ADMINISTRATORS/ZONE MANAGERS/OICs

FROM : BGen CHARITO B. PLAZA MNSA, PhD
Director General

DATE : 04 February 2022

SUBJECT : AMENDMENT TO MEMORANDUM CIRCULAR NO. 2021-056
Re: Period Coverage for Submission under the ITS-RCS
and Additional Data Fields

During the 2nd FIRB Town Hall Meeting held on 17 December 2021, additional data were required by the FIRB to be submitted by all Investments Promotion Agencies (IPAs) including PEZA, which necessitate an adjustment on the period covered of reporting and inclusion of new data fields in the online Information Technology Sector – Report Compliance System (ITS-RCS).

In line with this directive of FIRB, the online submission in the ITS-RCS as indicated in Memorandum Circular No. 2021-056 dated 30 September 2021, is amended and shall now be submitted on a monthly basis due every 5th of the following month beginning February 2022 and onwards.

Based on the above, please be guided by the following in navigating the ITS-RCS:

1. For the transition period, a window applicable for the period **16 December 2021 to 31 January 2022** will be open for submission and will be closed on **11 February 2022**; and
2. Succeeding reports shall be submitted and due on the 5th of the following month, i.e., 01-28 February 2022, 01-31 March 2022, and so on, due on or before the 5th of the following month.
3. Additional data fields to be required as follows:
 - a. Actual Exports – refers to percentage of total export sales over total output
 - b. Under Surety Bond Paid, the applicable:
 - a. Taxes and duties (if imported)
 - b. VAT (if locally sourced)

The ITS-RCS can be accessed thru the PEZA Online System <https://www.peza.gov.ph/peza-online>. For clarifications and inquiries, please contact us at esd@peza.gov.ph.

For your information and strict compliance.

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