

7 July 2020

ATTY. FLORDELIZA VARGAS-TRINIDAD

Director
Office of the National Administrative Registry (ONAR)
University of the Philippines Law Center
Room 2018 Bocobo Hall
U.P. Campus, Diliman, Q.C.

**Subject: Submission of Certified Copy of CDC-issued Circulars,
January 2019 to July 2020**

Dear Atty. Trinidad:

Greetings from Clark Development Corporation!

In compliance to Executive Order No. 292 (Revised Administrative Code) under Book VII, Chapter 2, Section 3, and ARTA Advisory No. 01, series of 2020 dated 25 March 2020 on "Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity", we are endorsing to your good office, electronic copies of Memorandum Circulars issued by Clark Development Corporation for the period January 2019 to July 2020 which are general in nature.

For your reference and file.

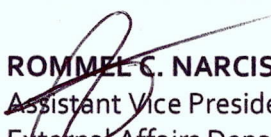
Thank you.

Very truly yours,


JOSEPHINE V. POYAOAN
Manager
Records Management Division



Noted by:


ROMMEL C. NARCISO
Assistant Vice President
External Affairs Department

"A proud member of the BCDA group"

ADVISORY NO. 01
SERIES OF 2020

FOR: ALL GOVERNMENT OFFICES AND AGENCIES IN THE EXECUTIVE DEPARTMENT, INCLUDING LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS (GOCCs), AND OTHER GOVERNMENT INSTRUMENTALITIES, WHETHER LOCATED IN THE PHILIPPINES OR ABROAD

SUBJECT: ADVISORY FOR THE ADOPTION OF FAST-TRACK MEASURES DURING THE COVID-19 STATE OF CALAMITY

DATE: 25 MARCH 2020

I. BACKGROUND

"I also call on relevant agencies to ensure the speedy delivery of basic medical supplies and equipment to help facilities. From the approval, importation, and to delivery – everything must go smoothly to make sure that we do not waste time..."

...CUT RED TAPE[S]! I DO NOT WANT RED TAPE[S]. I do not want so many questions, kapag sinertify ng isang government employee 'yan, I said, do not commit the mistake and we will all be happy and comfortable. Kung gusto ninyo magloko, huwag itong panahon na ito."

-President Rodrigo Roa Duterte
24 March 2020 Address to the Nation

Consistent with the letter and intent of the recently enacted Republic Act No. 11469 or the "Bayanihan to Heal As One Act"¹ authorizing the President to undertake emergency measures to expedite delivery of government services in view of the declaration of a State of Calamity² throughout the Philippines due to Corona Virus Disease 2019, the **Anti-Red Tape Authority (Authority)**, pursuant to its mandate to *implement and oversee a national policy on anti-red tape and ease of doing business*³ and complemented by the President's directive to *eliminate overregulation to promote efficiency of government processes*⁴, hereby issues the following advisory for the adoption of fast-track measures during this period.

¹ Specifically, Section 4 thereof.

² Presidential Proclamation No. 929.

³ Sec. 17 (a) of Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018).

⁴ Administrative Order No. 23 dated February 21, 2020.



II. PURPOSE

This **ADVISORY** is issued to all Government Agencies including Local Government Units (LGUs), as defined in Section III herein, with measures and tools they can adopt to fast track and simplify their respective procedures and documentary requirements, consistent with the policies of RA Nos. 11032 and 11469, the mandate of Pres. Proc. No. 929, and the recent pronouncements of the President.

III. COVERAGE

This **ADVISORY** shall apply to all government agencies falling within the jurisdiction of the Anti-Red Tape Authority pursuant to Section 3 of RA No.11032, *to wit*:

“This Act shall apply to all government offices and agencies including Local Government Units (LGUs), government-owned or -controlled corporations and other government instrumentalities, whether located in the Philippines or abroad, that provide services covering business and nonbusiness related transactions as defined in this Act.”

IV. SUGGESTED MEASURES

In reviewing their respective procedures and documentary requirements for purposes of simplifying and streamlining these to speed up government service delivery, all Government Agencies may be guided by the following measures:

1. **Emergency Extensions.** This pertains to extension of the validity of permits, licenses, certifications and other similar authorizations that are expiring within the period of State of National Emergency, particularly licenses whose application for renewal or extension may not be filed, processed, or are pending approval due to the ECQ. Some agencies already adopted this emergency measure such as the Land Transportation Office (LTO)⁵ and Bureau of Customs (BOC)⁶. Thus, the Heads of Agencies are likewise encouraged to exercise their discretion in adopting similar practice of extending the validity of their agencies' issued license, clearance, permit, certification or authorization, without prejudice to existing laws.
2. **Electronic Submissions and Approvals.** Agencies previously operating through manual procedures may consider accepting applications or reports through email and other online platforms, including submissions of digital copies of supporting documents. Approvals may likewise be issued via email or other online platforms, provided adequate security measures are in place. Further, it is suggested that these transactions be subjected to **post-audits** when able. For example, Department of

⁵ See LTO Memorandum on Non-Collection of Penalties, and Extension of Validity of Driver's Licenses, Registration and other Permits and Clearances dated 13 March 2020 [<https://www.autoindustriya.com/auto-industry-news/lto-waives-penalties-for-late-renewals-of-licenses-registrations.html>]

⁶ See BOC Memorandum on the Extension of Accreditation of Affected Stakeholders [<https://www.rappler.com/business/255391-bureau-of-customs-extends-stakeholder-accreditation>]



Labor and Employment (DOLE) adopted online submission procedures of reports on flexible working arrangements and application for DOLE's Covid-19 adjustment measures program (CAMP) via email.⁷ Pag-IBIG has likewise allowed the public to apply for Multi-Purpose Loan and Calamity Loan via email either thru Fund Coordinators/ Authorized company representative or directly with Pag-IBIG. Thus, the Heads of Agencies are likewise encouraged to exercise their discretion in adopting similar practice.

3. **Suspension of Notarization Requirement for Documents to be Submitted, Unless Required by Law.** It is to be noted that when private documents required by law to be entered in public records are submitted and stored in the records of government agencies, these are then converted into public documents. Hence, agencies may consider accepting signed and unnotarized copies of these documents, which are converted into public documents once accepted and stored in public records. Also, submission of a falsified document whether notarized or not, is already punishable by the Revised Penal Code⁸.
4. **Reduction of Signatories and Requirements.** In accepting applications, renewals or requests, Government Agencies may process incomplete applications, subject to completion after a designated period or when conditions normalize. Electronic signatures or pre-signed license, clearance, permit, certification or authorization with adequate security and control mechanism may be used. In case the authorized signatory is on official business or official leave, an alternate shall be designated as signatory. The Bureau of Customs (BOC) adopted a similar procedure, generally, for provisional goods declaration (pursuant to the Customs Modernization and Tariff Act),⁹ and more specifically applying to relief consignments.¹⁰ The Food and Drug Administration (FDA) also adopted the same in relation to clearance of imported medical health devices.¹¹ Thus, the Heads of Agencies are likewise encouraged to exercise their discretion in adopting similar practice.
5. **Whole-of-Government Approach.** Government Agencies shall take an integrated approach to public service delivery, characterized by seamless government transactions, integrated policy design and implementation across several agencies, inter-operability of government processes, horizontal coordination, and strengthened linkages among government units.
6. **Payments of Processing Fees.** For payment of prescribed processing fees, the Government Agency, whenever practicable, may employ an online payment scheme or outsourced payment collection centers for the transacting public. If payment online is not possible, consider waiver or deferment of payments.

⁷ DOLE Labor Advisory No. 9, Series of 2020; Labor Advisory No. 11, Series of 2020; DOLE Department Order No. 209, Series of 2020.

⁸ Article 171 and 172, RPC.

⁹ BOC CMO -7-2020, effective 16 March 2020, Interim Procedure on Provisional Goods Declaration.

¹⁰ BOC Memorandum dated 17 March 2020, Provisional Goods Declaration for Relief Consignment under a State of Calamity.

¹¹ Letter from FDA Director General to the BOC Commissioner dated 16 March 2020.



7. Submission of Regulations to UP-ONAR. Book VII, Chapter 2, Sections 4 and 5 of E.O. No. 292 (Revised Administrative Code) and Item No. 7 of DILG and ARTA JMC No. 2019-01 dated 10 December 2018 require Government Agencies to furnish the University of the Philippines - Office of National Administrative Register (UP-ONAR) copies of their regulations to give legal effect thereto. Thus, it is requested that government agencies electronically forward copies of their issuances, including those which were previously issued, to the UP-ONAR at onar_law.upd@up.edu.ph.

These measures are being issued to assist the Government Agencies in their duty to streamline their processes in delivering government services especially during this emergency period. All agencies are also reminded to adopt a ZERO RED-TAPE POLICY and to ensure unhampered delivery of government services to the Filipino people.

Finally, this ADVISORY is being issued in line with the President's call to set aside our personal intentions and, instead, join our efforts in fighting this pandemic.



ATTY. JEREMIAH B. BELGICA, REB, EnP
Director General



**Smarter Initiatives.
Better Philippines.**

GF, HPGV Building, 395 Senator Gil Puyat Avenue, Makati City, Philippines 1200
478-5091/478-5093/478-5099
www.arta.gov.ph

List of Memorandum Circulars Submitted to ONAR
January 2020 to July 2020

	Subject	Memorandum Circular No.	Date
1.	Clarificatory Guidelines Re: Downgrading for Subic Clark working VISA (SCWV) holders while they are outside the country	IPD2-20-01-01	January 09, 2020
2.	BIR RDO 21C - Clark office	IPD2-20-01-02	January 17, 2020
3.	Implementation of the Electronic transfer notification (e-TN) system	TFD-20-01-03	January 10, 2020
4.	Prohibition on cooking inside CDC buildings and offices	PSD-20-01-04	January 15, 2020
5.	UPDATE OF CONTRACT INFORMATION AT THE CLARK JOBS MATCHING PORTAL	CSRPD-20-02-05	February 03, 2020
6.	2020 INFORMATION AND EDUCATION CAMPAIGN ON THE LATEST DEVELOPMENTS ON SOCIAL WELFARE BENEFITS SWB AND DEVELOPMENT UPDATES	CSRPD-20-03-06	March 09, 2020
7.	POSTPONEMENT OF SCHEDULED EVENTS IN ACCORDANCE WITH PRESIDENTIAL PROCLAMATION NO 922. SERIES OF 2020	OP-20-03-07	March 09, 2020
8.	BAN ON SINGLE-USE PLASTICS (SUP) & POLYSTYRENE (STYROFOAM) WHILE PROMOTING THE USE OF ECO-FRIENDLY ALTERNATIVES	ESG-20-03-08	March 09, 2020
9.	Business Development Advisory	IPD2-20-03-09	March 16, 2020
10.	CDC Advisory on Administrative Services	AFG-20-03-10	March 16, 2020
11.	TFD Implementation of the work from home	TFD-20-03-11	March 16, 2020
12.	Clark Quarantine Pass	OP-20-04-12	April 02, 2020
13.	Trade Facilitation Division's (TFD) Work Schedule	TFD-20-04-13	April 29, 2020
14.	Assistance to CDC Stakeholders in Support of the Republic Act (RA) No.11469	TD-20-05-14	May 12, 2020
15.	TFD's Operational Guidelines under the Modified Enhanced Community Quarantine (MECQ)	TFD-20-05-15	May 18, 2020
16.	TFD OPERATIONAL GUIDELINES UNDER GCQ	TFD-20-06-16	June 01, 2020
17.	GUIDELINES ON THE IMPLEMENTATION OF GENERAL COMMUNITY QUARANTINE IN CFZ	OP-20-06-17	June 01, 2020
18.	TFD OPERATIONAL GUIDELINES UNDER MGCQ	TFD-20-06-18	June 18, 2020
19.	PAYMENT OF LEASE RENTALS AND TIMTA FILING	OP-20-07-19	July 02, 2020



CLARK DEVELOPMENT CORPORATION



MEMORANDUM CIRCULAR

No. IPD II 20-01-01

FOR : All Concerned CFZ Locators

SUBJECT : **CLARIFICATORY GUIDELINES
RE: DOWNGRADING FOR SUBIC CLARK WORKING VISA (SCWV)
HOLDERS WHILE THEY ARE OUTSIDE THE COUNTRY**

DATE : 09 January 2020

This has reference to the Immigration Regulation Division's (IRD) instructions to the Bureau of Immigration – Clark One Stop Shop (BI-COSS) in response to the Clark Freeport Zone Locators' request for downgrading for their SCWV holders while they are outside the country:

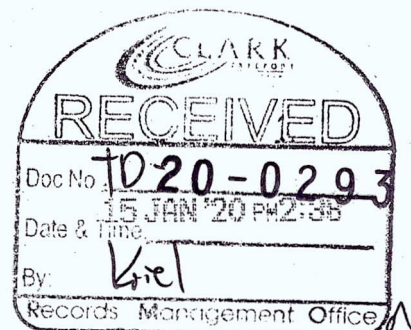
Please be informed that BI-COSS notified CDC of the following:

1. In cases where the expatriate is outside the country, and a downgrading request is made on his behalf close to the expiration date of the visa (the quoted time was ten days), the IRD will no longer process the said downgrading as, allegedly, the order will not be signed.
2. Depending upon the circumstances, if the termination of the employment of the expatriate is reported to the BI-COSS within five (5) days prior to the termination, it may be considered as sufficient notice.
3. Should the expatriate need to have the I-Card cancelled, they should go directly to the Bureau of Immigration main Office for the procedures.

For your reference and guidance.


NOEL F. MANANKIL
President and CEO

cc: RMO CIAC

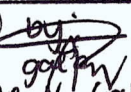


OP Control No.:
20-0023


IN-20-00069

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2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph

Released by:

Rabelle V. Calang
01.15.20

Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

MEMORANDUM CIRCULAR

No. IPD II 20-01-02

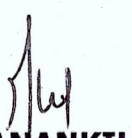
FOR : All Concerned CFZ Locators
SUBJECT : **BIR RDO 21C - CLARK OFFICE**
DATE : 17 January 2020

CDC is pleased to inform you that **BIR RDO 21C**, will start its Clark operations at the Revenue District Office No. 21C, Level 3 Stotsenberg Medical Center Inc. Building, Ninoy Aquino Avenue, Clark Freeport Zone effective **20 January 2020**.

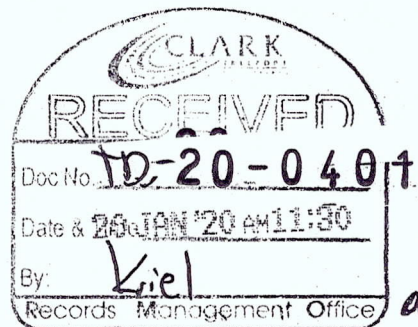
This is part of government's continuing effort to enhance the ways of doing business in the CFZ. BIR's initial presence will address inquiries related to the following from **Monday to Friday at 8:00am to 5:00pm**:

- 1) BIR – TIN Applications;
- 2) Filing of Income Tax Return;
- 3) BIR Certificate of Registration Applications;
- 4) Audited Financial Statements (AFS); and
- 5) Other requirements related to compliance with the RA No. 10708, otherwise known as the Tax Incentives Management Transparency Act (TIMTA).

For your information and guidance.


NOEL F. MANANKIL
President and CEO

cc: RMD



"A proud member of the BCDA group"

2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph

Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

MEMORANDUM CIRCULAR

Control No. TFD 20-01-03

TO : All Concerned CFZ Registered Enterprises

SUBJECT : Implementation of the Electronic Transfer Notification (e-TN) System

DATE : 10 January 2020

Please be informed that effective 01 February 2020, Clark Freeport Zone registered enterprises may now register with and lodge transfers within the freeport thru the Clark Development Corporation's Electronic Transfer Notification (e-TN) System (URL: <https://210.213.67.41/eTN/>).

To complete your initial registration, visit the CDC Trade Facilitation Division's (CDC-TFD) office at G/F Bldg. 2127. Once registered, the procedure and approval of e-TN applications shall be as follows:

For single transfer:

- 1) Locator-supplier applies for a single-use TN and attaches supporting documents
- 2) CDC-TFD evaluates and approves the TN
- 3) Once approved, locator-supplier proceeds to deliver the articles to locator-client
- 4) Locator-client acknowledges receipt of the articles (should be done within 3 working days from the date of receipt of articles)
- 5) Locator-supplier confirms the receipt of locator-client

For multiple transfers:

- 1) Locator-supplier applies for a multiple-use TN (valid for 6 months) and attaches supporting documents
- 2) CDC-TFD evaluates and approves the TN
- 3) Once approved, locator-supplier may create a sub-TN prior to delivery to a particular locator-client (sub-TN is no longer subject to the evaluation and approval of CDC-TFD)
- 4) Locator-supplier proceeds to deliver the articles to locator-client
- 5) Locator-client acknowledges receipt of the articles (should be done within 3 working days from the date of receipt of articles)
- 6) Locator-supplier confirms the receipt of locator-client

Inspection of the articles by CDC-TFD representatives for every transfer shall no longer be required. However, the CDC-TFD and the Bureau of Customs may still jointly conduct random audit/inspection of the articles pursuant to *Item B Chapter 2 of Customs Administrative Order 6-94*¹.

Please be reminded that transfer of articles from one locator to another should always be documented. We enjoin our locators to always bring a printed copy of the approved single-use, multiple-use or sub-TN during transit.

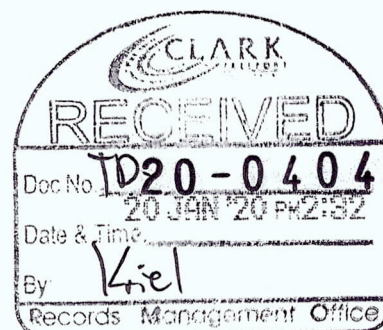
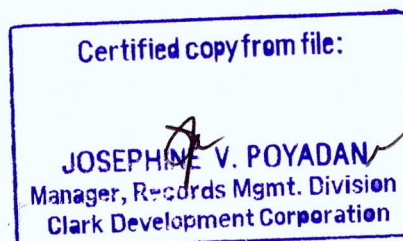
For clarifications and assistance, please contact CDC-TFD at (045) 599-3539 or (045) 599-9000 locals 622 to 627.

For your information and guidance.

Thank you


EVANGELINE G. TEJADA
Vice President
Business Development and Business Enhancement Group

Cc: RMD, TFD, CILA



¹ Issued on 11 June 1994

MEMORANDUM CIRCULAR

No: PSD 20-01-04

TO : ALL CDC OFFICERS & EMPLOYEES

SUBJECT : PROHIBITION ON COOKING INSIDE CDC BUILDINGS & OFFICES


DATE : 15 January 2020

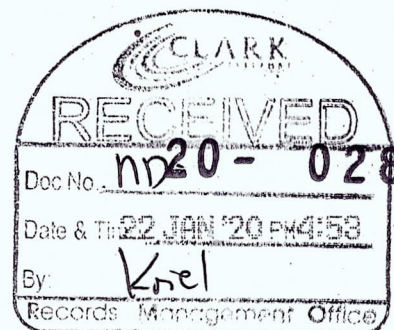
This has reference to the results of Fire Safety Inspection conducted at CDC buildings and offices wherein several offices allow their personnel to cook inside the buildings or offices.

In this connection, upon the recommendation of the CDC Health and Safety Committee (HSC) effective immediately, all CDC personnel and other occupants are hereby prohibited from cooking inside CDC Offices and Buildings for health, sanitation and safety purposes.

The use of rice cookers, frying pans, and other cooking wares is also strictly prohibited. However, the use of micro-wave ovens are still allowed for food warming purposes.

Please be guided accordingly.


NOEL F. MANANKIL
President & CEO



"A proud member of the BCDA group"

2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph

Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

MEMORANDUM CIRCULAR

No. CSLPD 70-02-05

TO : ALL CFZ REGISTERED LOCATORS

SUBJECT : **UPDATE OF CONTACT INFORMATION AT THE CLARK JOBS MATCHING PORTAL**

DATE : 3 February 2020

Effective immediately, all locators are advised to update their contact information under the "Representative Field" in the Clark Jobs Matching Portal (Jobs Portal).

The foregoing guidance is being given to ensure that all important information and announcements will reach concerned locators. Failure to receive these important information/announcements may result in incurring unnecessary costs to the company and disadvantage due to lack of awareness on available benefits.

Please feel free to get in touch with this division for questions or concerns relative to the Jobs Portal through the following contact information:

CSR AND PLACEMENT DIVISION

Contact Office: Krissee M. Adona or Jam S. Tolentino or Jona S. Manabat
Office Address: Bldg. 2112, C.P Garcia St. corner L. Tañada St.,
Clark Freeport Zone
Tel. Nos.: (045) 499.2265 or 499.8264
Email Address: KrissumptaMaree.Adona@clark.com.ph
jobsatclark@gmail.com

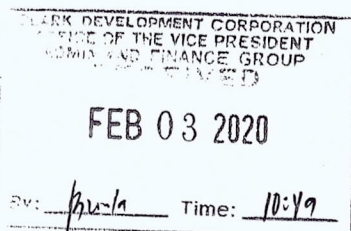
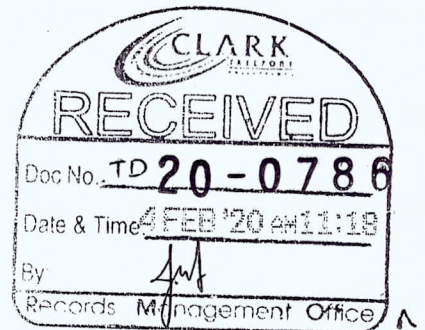
For your information and compliance, please. Thank you.


ROMMEL C. NARCISO
Assistant Vice President for External Affairs

Noted by:


MARIZA O. MANDOCDOC, Ph.D.
Vice President for Administration and Finance Group

cc: RMD, BDDI





**External Affairs Department
CSR & Placement Division**



MEMORANDUM CIRCULAR

No. CSRPD 20-05-06

For : ALL CONCERNED PARTICIPANTS

SUBJECT : 2020 Information and Education Campaign on the Latest Developments on Social Welfare Benefits (SWB) and Labor Updates

Date : 09 March 2020

We regret to inform you that the 2020 Information and Education Campaign (IEC) on the Latest Developments on Social Welfare Benefits (SWB) and Labor Updates, which is scheduled on 11 March 2020 (9:00am to 4:00pm), has been postponed and have to be reschedule due to the Code Red Alert Sub-Level 1 by the Department of Health and Proclamation 922 (attached) declaring a state of public health emergency approved by President Rodrigo Duterte.

We sincerely apologize for any inconvenience this may have cause. The IEC will be rescheduled which will be announced as soon as possible.

Please feel free to get in touch with this division for questions or concerns through the following contact information:

CSR AND PLACEMENT DIVISION

Contact Office: Ludy L. Marasigan or Randy G. Gomez or Krissee M. Adona
Office Address: Bldg. 2112, C.P Garcia St. corner L. Tañada St.,
Clark Freeport Zone
Tel. Nos.: (045) 499.2265 or 499.8264
Email Address: Lourdes.Marasigan@clark.com.ph
Randy.Gomez@clark.com.ph
KrissumptaMaree.Adona@clark.com.ph

We appreciate your understanding on this matter.

For your information and guidance. Thank you.

ROMMEL C. NARCISO

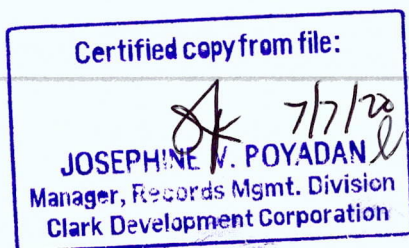
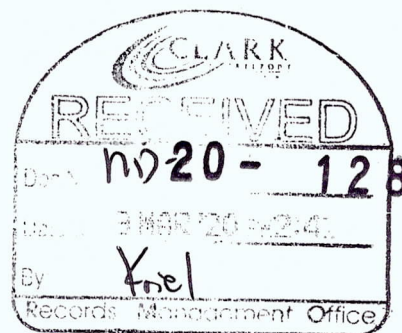
Assistant Vice President for External Affairs

Noted by:

MARIZA O. MANDOCDOC, Ph.D.

Vice President for Administration and Finance Group

cc: RMD





BY THE PRESIDENT OF THE PHILIPPINES
PROCLAMATION NO. 1059

DECLARING A STATE OF PUBLIC HEALTH EMERGENCY
THROUGHOUT THE PHILIPPINES

WHEREAS under Article III, Section 15 of the Constitution, the President has the duty to protect the people from any danger which may threaten the public health and safety of the Philippines;

WHEREAS Section 27, Article IV of the Constitution provides that the President may, in times of public health emergency, suspend the privilege of the writ of *habeas corpus* in such cases as may be necessary to enforce quarantine and other measures for the protection of the public health;

WHEREAS Section 1 of Republic Act No. 1116, known as the "Epidemic Disease Act of 1961", provides that in the event of an epidemic of a disease which is dangerous to the public health, the President may, in order to prevent the spread of such disease, suspend the privilege of the writ of *habeas corpus* in such cases as may be necessary to enforce quarantine and other measures for the protection of the public health;

WHEREAS the Secretary of Health has certified that the disease known as Dengue Fever is now spreading rapidly throughout the Philippines;

WHEREAS the situation in the Philippines is such that it is necessary to declare a state of public health emergency which requires the use of the powers of the President under the Constitution to enable him to take such measures as may be necessary to prevent the spread of such disease and to protect the public health and safety of the Philippines;

WHEREAS such declaration would enable the implementation of the provisions of Republic Act No. 1116 to address the danger to the public health and safety of the Philippines by enabling the President to take such measures as may be necessary to prevent the spread of such disease and to protect the public health and safety of the Philippines;

WHEREAS the declaration of a State of Public Health Emergency would enable the President to take such measures as may be necessary to prevent the spread of such disease and to protect the public health and safety of the Philippines by enabling him to take such measures as may be necessary to prevent the spread of such disease and to protect the public health and safety of the Philippines;

NOW, THEREFORE, I, RODRIGO RUA Duterte, President of the Philippines, by virtue of the powers vested in me by the Constitution and law, do hereby proclaim as follows:

THE PRESIDENT OF THE PHILIPPINES

Section 1. There is hereby declared a State of Public Health Emergency throughout the Philippines due to Covid-19.

Section 2. All government agencies and Local Government Units are hereby enjoined to monitor all businesses and corporations, and initiate the necessary measures to maintain public health, support, and appropriate restriction and measures in a timely manner to control and eliminate the Covid-19 threat.

Section 3. The Secretary of Health may call upon the Philippine National Police and other law enforcement agencies to provide assistance in enforcing the Covid-19 threat.

Section 4. All citizens, residents, tourists and establishments alike are urged to act within the bounds of the law and to comply with the laws, decrees and ordinances to be issued by appropriate government agencies to prevent further transmission of the Covid-19 and ensure the safety and well-being of all.

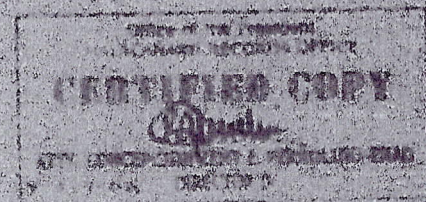
Section 5. The State of Public Health Emergency shall remain in force and effect until lifted or withdrawn by the President.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the city of Manila, this 11th day of March, in the year of Our Lord, Two Thousand and Twenty.

by the President

SALVADOR C. MEDIALDEA
President





MEMORANDUM CIRCULAR NO. OP 20-03-07

**SUBJECT: POSTPONEMENT OF SCHEDULED EVENTS IN ACCORDANCE WITH
PRESIDENTIAL PROCLAMATION NO. 922 Series of 2020**


Further to the declaration of a State of Public Health Emergency by the President, government agencies and Local Government Units are hereby given the authority to immediately act to prevent loss of life, utilize appropriate resources to implement urgent and critical measures to contain or prevent the spread of Covid-19, mitigate its effects and impact to the community, and prevent serious disruption of the functioning of the government and the community.

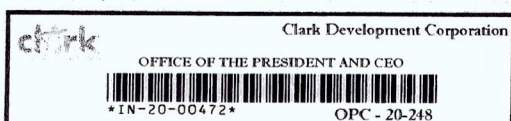
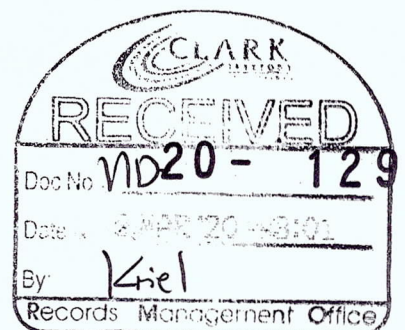
Thus, Clark Development Corporation (CDC), as the government regulatory unit within the Clark Freeport Zone, hereby orders the postponement of ALL scheduled public events until further notice.

As provided in Section 4 of Presidential Proclamation No. 922:

"All citizens, residents, tourists and establishment owners are urged to act within the bounds of the law and to comply with the lawful directives and advisories to be issued by appropriate government agencies to prevent further transmission of the Covid-19 and ensure the safety and well-being of all"

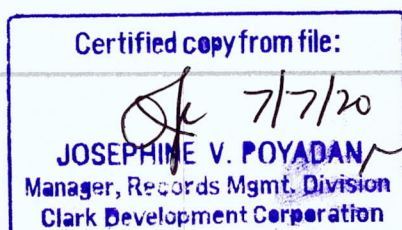
For your compliance and guidance.


NOEL F. MANANKIL
President and CEO



"A PROUD MEMBER OF THE BCDA GROUP"

Bldg. 2122 Elpidio Quirino St., Clark Freeport Zone, Philippines 2023 *Tel. No.: (6345) 599-9000 (connecting all depts.)
E-mail Address: info@clark.com.ph Website: www.clark.com.ph



67



MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 922

**DECLARING A STATE OF PUBLIC HEALTH EMERGENCY
THROUGHOUT THE PHILIPPINES**

WHEREAS, Under Section 15, Article II of the Philippine Constitution, it is the State's Policy to protect and promote the right to health of the people;

WHEREAS, Section 23, Article VI of the Philippine Constitution provides that in times of national emergency, the Congress may, by law, authorize the President, for a limited period and subject to such restrictions as it may prescribe, to exercise powers necessary and proper to carry out a declared national policy;

WHEREAS, Section 7 of Republic Act (RA) No. 11332 provides that the President of the Republic of the Philippines shall declare a State of Public Health Emergency in the event of an epidemic of national and/or international concern which threatens national security in order to mobilize governmental and nongovernmental agencies to respond to the threat;

WHEREAS, the Secretary of Health has confirmed the local transmission of Corona Virus Disease (Covid-19) in the Philippines;

WHEREAS, the outbreak of Covid-19 constitutes an emergency that threatens national security which requires a whole-of-government response aligned with the Four-Door Framework for Covid-19 of the Department of Health (DOH) and the efforts of all concerned government agencies and local government units (LGUs);

WHEREAS, such declaration would facilitate the implementation of the relevant provisions of RA No. 11332 to address the Covid-19 threat, including but not limited to mandatory reporting, intensify government response and measures, and enforce quarantine and disease control prevention measures; and

WHEREAS, the declaration of a State of Public Health Emergency would capacitate government agencies and LGUs to immediately act to prevent loss of life, utilize appropriate resources to implement urgent and critical measures to contain or prevent the spread of Covid-19, mitigate its effects and impact to the community, and prevent serious disruption of the functioning of the government and the community;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and law, do hereby proclaim as follows:

THE PRESIDENT OF THE PHILIPPINES

Section 1. There is hereby declared a State of Public Health Emergency throughout the Philippines due to Covid-19.

Section 2. All government agencies and LGUs are hereby enjoined to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner to curtail and eliminate the Covid-19 threat.

Section 3. The Secretary of Health may call upon the Philippine National Police and other law enforcement agencies to provide assistance in addressing the Covid-19 threat.

Section 4. All citizens, residents, tourists and establishment owners **are urged to act within the bounds of the law and to comply with the lawful directives and advisories** to be issued by appropriate government agencies to prevent further transmission of the Covid-19 and ensure the safety and well-being of all.

Section 5. The State of Public Health Emergency shall remain in force and effect until lifted or withdrawn by the President.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

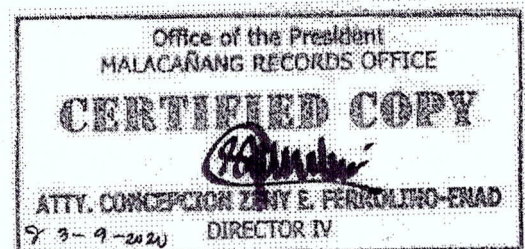
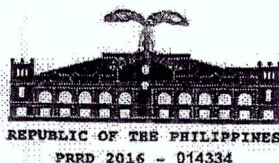
Done in the city of Manila, this 8th day of March in the year of Our Lord, Two Thousand and Twenty.

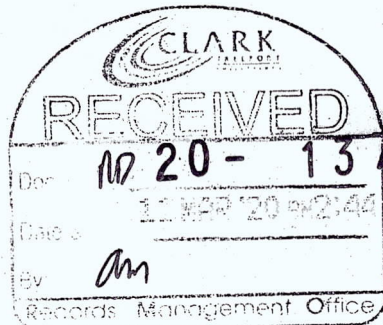
Roarte



By the President:

[Signature]
SALVADOR C. MEDIALDEA
Executive Secretary





MEMORANDUM CIRCULAR

No. TS6 20-03-08

TO : ALL CONCERNED

SUBJECT : **BAN ON SINGLE-USE PLASTICS (SUP) & POLYSTYRENE (STYROFOAM) WHILE PROMOTING THE USE OF ECO-FRIENDLY ALTERNATIVES**

DATE : 9 March 2020

Section I. Rationale

Plastic is a miracle material. Thanks to plastics, countless lives have been saved in the health sector, the growth of clean energy from wind turbines and solar panels has been greatly facilitated, and safe food storage has been revolutionized. But what makes plastic so convenient in our day-to-day lives – its low cost – also makes it ubiquitous, resulting in one of our planet's greatest environmental challenges. Our oceans have been used as a dumping ground, choking marine life and transforming some marine areas into a plastic soup. In cities around the world, plastic waste clogs drains, causing floods and breeding disease. Consumed by livestock, it also finds its way into the food chain. Plastic bags and polystyrene (styrofoam) containers can take up to 1,000 years to decompose (source: UNEP).

Clark Development Corporation (CDC) had issued on 18 December 2015 the Implementing Guidelines Prohibiting, Regulating, and Prescribing Certain Usage of Plastics and Polystyrene (styrofoam) and Promoting the Use of Eco Bags and Environment-Friendly Packaging Materials and Containers. It applies to all stakeholders in Clark Freeport and Special Economic Zones (CFZ/CSEZ) such as locators, residents, Philippine Air Force (PAF), government entities, SM Clark including CDC.

In view of substantial developments in Clark, the zone has been generating huge volume of wastes from plastic bags and polystyrene (styrofoam). Although both these materials make life and business easier and sometimes safer, these synthetic materials have left imprints on the environment, human health, and marine mammals.

Plastics contain synthetic polymeric materials, mostly made from coal and petrochemicals. The recyclability of plastics varies. Some plastics are not recyclable while other type of plastics are biodegradable. Polystyrene is made up of plastic. Styrene, a component of polystyrene, is a known hazardous substance and reasonably regarded to be a human carcinogen. It is also recognized as a potential food and beverage contaminant that may leach from polystyrene containers used for food products.

Single-use plastics (SUP) are classified as thermoplastic (grocery bags, packaging, bottles, straws, cups, cutlery, personal hygiene), laminates (sachets for food, cosmetics, pharmaceuticals), and thermoset (consumer and medical products and

"A proud member of the BCDA group"

2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph

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JVC 7/7/20
JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

rubber). SUP is a victim of its own success. Their low-cost and convenience have encouraged overconsumption leading to large amounts of plastic wastes. Their low cost makes recycling uneconomic.

Filipinos use more than 163 million *plastics sachet packets*, 48 million *sando bags*, and 45 million *labo bags* daily (source: GAIA 2019). Philippines ranked 3rd in marine plastic pollution, mostly from SUP (source: UNEP).

Plastics and polystyrene generate huge amount of carbon footprint from manufacturing, transport, recycling, and disposal that contributes to climate change. The impacts of climate change are monstrous.

In support to fighting climate change, Clark Development Corporation (CDC) had banned the use of non-biodegradable plastics and polystyrene in 2016 in observance of World Earth Day. The relaunching of the ban through this circular includes several amendments.

Correspondingly, CDC promotes the use of better alternatives or environment-friendly materials such as eco bags or reusable bags (*coco cloths/katsa, woven/bayong, etc.*), biodegradable plastics, greener alternatives to styrofoam (*corn-based, fiber, pulp, biodegradable styrofoam, etc.*), reusable food containers, and other similar materials. Many alternative materials are now available in the market at lower price.

We do encourage all stakeholders in the food establishments industry to use compostable or recyclable food service ware. Likewise, all are advised that all foods and drinks must be placed in **food grade type of plastic materials** to ensure public safety.

We encourage all employees in Clark to do their share in fighting the adverse effects climate change by bringing their own reusable service ware and food containers (plates, utensils, cups, bottles, "Tupperware").

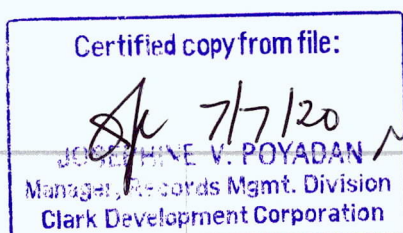
In this regard, we are seeking the cooperation of all concerned.

Section II. Policy Statement

The CDC is mandated to formulate and implement policies and guidelines towards the protection and enhancement of the environment in Clark. We are guided by the principles of sustainable development where the economic, environmental, and social pillars are not compromised. There must a cohesive balance between development and environment.

CDC intends to make clear, through the adoption of the circular, that commercial use of single-use plastics and polystyrene (styrofoam) as packaging material (*sando bag, labo bag*), food service ware (*plates, bowls, cups, trays, utensils, wrappers, straws, stirrers, hinged containers*), and flaglets (*bandaritas*) is banned within the Clark Freeport and Special Economic Zones (CFZ/CSEZ).

Alternative options on the banned materials is discussed in the succeeding section of the circular.



Section III. Objectives

The objective of this circular is for the relaunching of the Ban on Plastics and Polystyrene with amendments. It calls for the total ban on the use of single-use plastics (SUP) and polystyrene in our waste stream.

It was four (4) years ago when this was fully enforced and regulated. As such, we want to remind all concerned to follow and abide by the revised procedures and guidelines.

While CDC acknowledges the economic impacts of this guideline, new locators identified as multiusers of plastics and polystyrene will be accorded with sufficient time to comply through graduated period of compliance.

The concerted effort of all stakeholders will provide positive impacts in fighting climate change while providing a better future for our next generations.

Section IV. Scope and Coverage

This Circular applies to all stakeholders (locators, residents, Philippine Air Force, government offices) in Clark including SM City Clark. It shall cover all types of non-biodegradable or single use plastics and polystyrene (styrofoam) that eventually end up as residual wastes (garbage), and unfortunately being disposed of elsewhere.

Section V. Definition of Terms

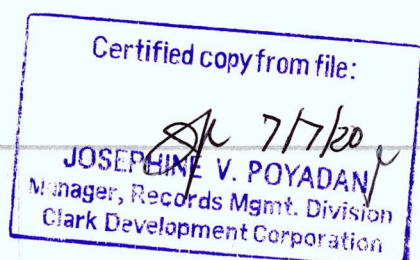
For purposes of this circular, the hereunder terms shall have the following meanings:

- a. Biodegradable plastics – refers to plastic bags made with biodegradable materials (resins) that can be degraded by microorganisms into water, carbon dioxide (or methane) and biomass under specified conditions.
- b. Bioplastics and compostable plastics - made from plant biomass, such as corn starch, sugar cane or wheat, and should either completely and rapidly break down biologically or be compostable.
- c. Compostable food service ware - made solely of organic substances that breaks down or degrade satisfactorily at the composting facility into a safe material and desirable as soil conditioner.
- d. Eco bags or re-usable bags – are bags made of different materials that can withstand several uses as containers and for packaging rendering them eco-friendly as they provide an alternative means to disposable plastic bags. Eco bags are made from fabric, recycled or indigenous materials such as woven bags (bayong), coco cloths (katsa).
- e. Food grade plastic bag or material – is the only type which should come in contact with food or drink for human consumption. Mostly made from high density polyethylene (HDPE), low density polyethylene (LDPE), polyethylene terephthalate (PET/PETE), or polypropylene (PP) which are non-toxic and has excellent chemical resistant properties making it suitable for a wide range of foods and other products.

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JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

- f. Food establishment – means full-service restaurants, fast food or quick service restaurants (QSR), cafes, delicatessen, coffee shops, grocery stores, vending trucks or carts, business or institutional cafeterias, and other businesses, selling or providing food within the zone for consumption on or off the premises. This includes any food or mobile place, structure or vehicle whether permanent, transient, or temporary serving the public or any other eating and drinking establishment or place in which food or drink is prepared for sale or service to the public on the premises or elsewhere.
- g. Food service ware – means containers, plates, bowls, trays, cups, lids, wrappers, straws, stirrers, utensils, and other items designed for one-time or non-durable usage. This includes service ware for takeout foods and/or leftovers foods. This definition includes single-use disposable packaging for unprepared foods.
- h. Goods
- > Wet goods – refers to any refrigerated or frozen product to maintain freshness such as fish, meat, poultry products, fruits, vegetables, etc.
 - > Dry goods – refers to any product that does not require refrigeration or freezing to maintain freshness such as dry commodities, textiles, clothing, etc.
- i. Markets
- > Wet market – refers to the store of any refrigeration or frozen product (meat, fish, and/or seafoods) to maintain freshness and to extend shelf life such as wet section in public market, supermarkets, mini marts, eatery or similar establishments.
 - > Dry market - refers to any establishment, outlet, and stores that do not require refrigeration and freezing.
- j. Packaging Materials
- > Primary packaging materials – refers to a type of packaging material for containing wet produce, snack foods, frozen foods, hardware, etc.
 - > Secondary packaging materials – refers to those types of packaging materials for wet goods to provide support to any primary packaging which is for the convenience of the handler.
- k. Single-use plastics or disposable plastics - are commonly used for plastic packaging and include items intended to be used only once before they are thrown away or recycled. These items are things like grocery bags, food packaging, bottles, straws, coffee stirrers, containers, cups and cutlery.
- l. Plastic beverage straw – means a tube made predominantly of plastic but does not include straws made from non-plastic materials such as paper, grain stalks, bamboo, aluminum, etc.
- m. Plastic stirrer – means a device that is used to mix beverages, intended for only one-time use, and made predominantly of plastic but does not include stirrers made from non-plastic materials such as wood, bamboo, etc.
- n. Polystyrene or single use foamed plastics - is a light and expanded polystyrene made of thermoplastic petrochemical materials, and used as food containers, disposal cups, plates, bowls, plates, trays, egg cartons, meat trays, etc.

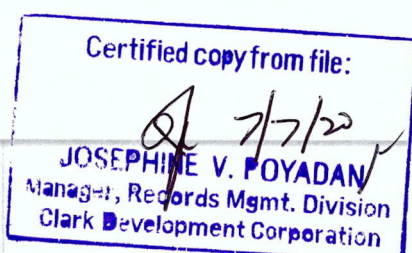


Sometimes called "Styrofoam," a Dow Chemical Co. trademarked form of expanded polystyrene insulation.

- o. Recycling Center – is a facility that purchases or accepts recyclable materials for the purpose of recycling.
- p. Recyclable food service ware - made solely of materials that are capable of being sorted, cleansed, and reconstituted for reuse or remanufacture into the same or other products.
- q. Reusable food service ware – means to use more than once in its same form by a food establishment. This definition includes cleanable durable containers, packages, or trays used on-premises or returnable containers brought back to the food establishment.
- r. Tote bags – a soft open bag with handles made of canvass, leather, plastic straw used as shopping bags.
- s. Woven bags – refers to biodegradable packaging material made of woven "pandan or buri" leaves and other similar materials.

Section VI. Prohibited Usage of Single-Use Plastic (SUP), Food Service Ware, and Polystyrene

- a. Use of SUP as packaging material for dry and wet goods is prohibited unless the packaging material is *biodegradable plastic*.
- b. Use of SUP as plastic pouch and drinking straw for "*palamig*" and "*gulaman*" is prohibited. The better and safer option is the use of cups made of *biodegradable or recyclable materials*.
- c. Food establishments are prohibited from providing prepared food to customers in foam polystyrene or rigid polystyrene food service ware. All food establishments are strongly encouraged to use *reusable food service ware* in place of disposable food service ware for all food served on-premises.
- d. Food establishment are prohibited from selling or providing food or beverages, for consumption on or off the premises, with disposable food service ware. Acceptable alternatives food service ware shall be *reusable, compostable, or recyclable*.
- e. Food establishments providing food for consumption on premises using *compostable or recyclable food service ware* must provide conveniently located and clearly marked holding area for compostable or recyclables for guidance of the customers when discarding the approved-type of food service ware.
- f. Food establishments that do not have on-site or off-site dishwashing capacity must use only "*new or sanitized (pre-cleaned)*" *recyclable food service ware*.
- g. Food establishments or retail establishments are prohibited from dispensing, selling or offering for sale disposable polystyrene packaging materials in Clark.



- h. No person or organization shall provide free food or beverage products, for consumption on or off premises, in disposable food service ware. Acceptable alternatives food service ware shall be *reusable, compostable, or recyclable*.
- i. All food, drink, and other related products must be placed in a *food grade containers* to ensure public safety.
- j. All stakeholders including event organizers are prohibited from using, providing, distributing, or selling plastic beverage straws, plastic stirrers, or plastic cutlery (spoon, fork, knife). Alternative option is the use of *biodegradable type of materials*.
- k. Food establishments must secure certification from CDC that it provides *reusable food service ware* to serve dine-in meals.
- l. Use of flaglets and "*banderitas*" made of plastics for any events and occasions in Clark is prohibited. Event organizers must seek alternative environment-friendly campaign materials.

Section VII. Usage of Compostable Plastics, Bioplastics, Biodegradable Plastics, and Polystyrene

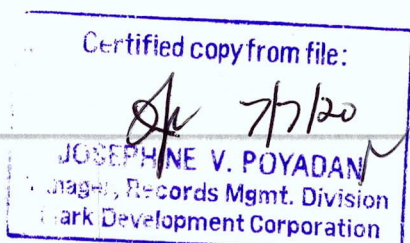
The use of biodegradable plastics, compostable plastics, and bioplastics is allowed as long it is certified by the Environmental Technology Verification (ETV) of the Department of Science and Technology (DOST) or by the manufacturer. The verification requirement will ensure that these *plastics* contain plant biomass or degradable additives.

The regulated usage of plastics and polystyrene are as follows:

- a. Plastics and plastic products that form part of a product such as from semiconductor, electronics, and manufacturing sector are exempted.
- b. Polystyrene used as ice chests, insulators and/or for any similar purposes may be allowed. Polystyrene, after its usage, will be classified as special wastes which requires proper disposal. Coordinate with CDC EPD for guidance.

Section VIII. Promotion on the use of eco-friendly alternatives

- a. All concerned stakeholders are enjoined to use eco-friendly packaging materials such as eco bags (fabric reusable bags, reusable paper bags, reusable plastic bags) for shopping.
- b. Bring your own recyclable or reusable food service ware (*plate, bowl, cup, utensils, water container, food-grade containers*) in your office.
- c. Multiusers of plastics and polystyrene are allowed as long as these are made of "eco-friendly materials" and certified by the manufacturer or from ETV of DOST. Multiusers are required to submit a sample product and certification to CDC Environmental Permits Division (CDC EPD) for approval prior to its use.



- d. CDC will formulate a system of rewards and incentives for stakeholders complying with this circular.
- e. Business establishments, government agencies, and non-governmental organizations are enjoined to promote the use of eco bags through quad media (TV, print, radio, social network).

Section IX. Moratorium

All stakeholders particularly its new locators are hereby given a period of compliance of three (3) months upon issuance of this Memorandum Circular.

Section X. Monitoring

The CDC EPD shall monitor the smooth and effective implementation of this circular. For more information and comments, please visit EPD at 2/F Building 2127, CP Garcia Street, Clark Freeport Zone or call at (045) 499 1137 to 38.

Section XI. Awareness Campaign

The CDC will conduct Clark-wide awareness campaign aside from the issuance of this Memorandum Circular to all stakeholders such as posting at CDC website and bulletin boards, and through quad media (local TV, print, radio, social network).

Section XII. Penalties

Any stakeholder who is found to have violated the prohibited and regulated provisions of this Circular shall be penalized with corresponding fees:

- a. For any person or individual:

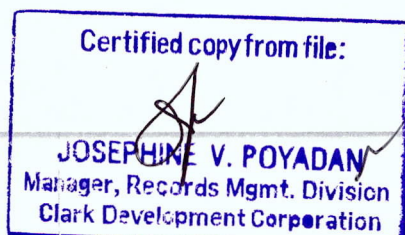
First Offense	PhP 1,000.00
Second Offense	PhP 3,000.00
Third Offense	PhP 5,000.00 and community service

- b. For business establishment:

First Offense	PhP 5,000.00
Second Offense	PhP 10,000.00
Third Offense	PhP 20,000.00 and revocation of Certificate of Registration or Business Permit

A CDC-approved Citation Ticket shall be issued to any person who violates this Circular to be paid at CDC Cashiers located at 2/F Building 2127 CP Garcia Street or at Building 2121 E. Quirino Street, Clark Freeport Zone.

All fines collected shall be used to procure eco-bags for distribution and to fund its awareness campaign.



Section XIII. Separability Clause

If any section, subsection, sentence, clause or phrase of this circular is for any reason held invalid or unconstitutional by the decision of any court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provision of this circular. Such decision shall not affect the validity of the remaining portions of this circular, which shall remain in full force and effect.

Section XIV. Approval

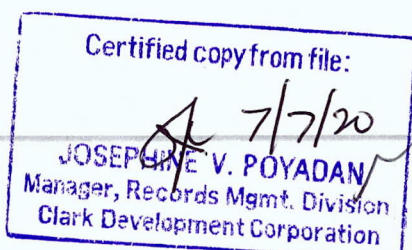
This circular shall take effect on 11 March 2020.

Engr. ROGELIO M. MAGAT
Manager
Environmental Permits Division

Approved by:

Engr. ALVIN H. TABAG
Vice President
Engineering Services Group

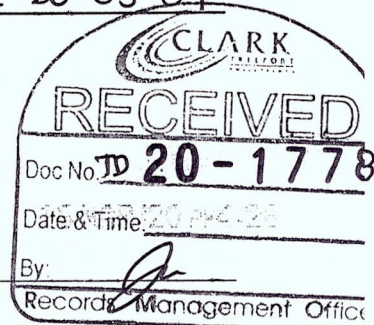
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1. Bases Conversion and Development Authority (BCDA)
 2. Clark International Airport Corporation (CIAC)
 3. Luzon International Premiere Airport Development (LIPAD)
 4. Clark Investors & Locators Association (CILA)
 5. Philippine Air Force (PAF)
 6. CDC (BDBEG, IPD, ITD, CD, RMD)



MEMORANDUM CIRCULAR

No. IPD2 20-03-09

TO: All Concerned
Subject: Business Development Advisory
Date: March 16, 2020



In view of the current Corona Virus Disease 2019 (COVID-19) crisis being experienced all over the world and pursuant to DOLE advisory No. 09, "Guidelines on the Implementation of Flexible Work Arrangements as remedial Measure to the Ongoing Outbreak of COVID-19, please be guided by the following measures;

1. LIMITED CONTACT POLICY

- Divisions under the CDC Business Development group will be implementing a ***work from home*** scheme among its employees effective **March 17, 2020 until further notice from 7:30am to 6:00pm;**
- This scheme ensures continued handling of locators' concerns on leasing and business permits via teleconference, emails, and other digital platforms to be handled by our account officers, who have started reaching out to their respective accounts beginning today;
- Officers of the day will be assigned to report to CDC corporate offices to assess emergency cases and recommend appropriate actions to management;
- Locators with stand-alone spa, massage, salon, and similar shops whose services require direct physical contacts between persons will be required to temporarily close until further notice. Restaurants, groceries and retail stores where the public can source their daily food supplies are strictly reminded to follow social distancing, use of temperature scanners, and other protocols.

2. BUSINESS DEVELOPMENT TRANSACTIONS

Submission of digital or e-copies of requirements and permits will be acceptable during said period and special arrangements shall apply as follows:

A. Pre-Operational Permit (POP) for New Locators:

- IPD1 will issue scanned copy of POP through your representatives
Requirements: Signed Sublease Agreements and Lease Agreements

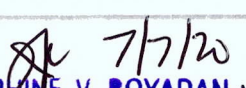
B. Business Permits for Renewal

- For Locators with expiring and/or expired permits or permits that are still on process, IPD1 will issue a Certification valid for one (1) month effective **March 17, 2020 to April 16, 2020** to ensure unhampered operations;
Certification will be honored by CDC regulatory divisions for the given period;

"A PROUD MEMBER OF THE BCDA GROUP"

Bldg. 2122 Elpidio Quirino St., Clark Freeport Zone, Philippines 2023 *Tel. No.: (6345) 599-9000 (connecting all depts.)
E-mail Address: info@clark.com.ph Website: www.clark.com.ph

Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

- All approved and signed Certificates of Registration, Certificates of Approval and Branch/Facility, Certificate of Registration and Tax Exemption will be emailed to your representatives together with the scanned copy of the Order of Payment.

C. Visa endorsements

- For new visa applications, no personal appearance of the applicant foreign national will be required by CDC. Instead, original passports and applicable documents shall be presented by locators' authorized representative to CDC for validation of admission in the Philippines of the foreigner applicant. Requirements of DOLE and BI remain enforceable as of this memorandum.
- Only authorized representatives with complete requirements will be allowed to enter the corporate complex to submit. Inquiries will be handled via teleconference, emails or other similar means.

Be assured that CDC and partner government agencies are working in unison to address the situation. Our efforts, however, will be more effective if the public follows established health and safety protocols in their homes, workplaces and public venues.

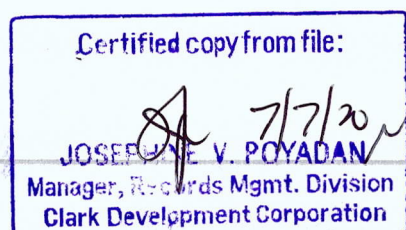
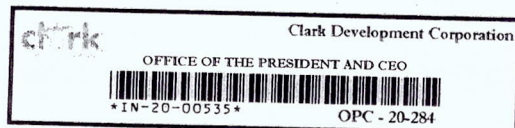
CDC will keep you posted with additional information on the matter as soon as updates are available.

For everyone's cooperation.


EVANGELINE G. TEJADA
Vice President
Business Development & Business Enhancement Group

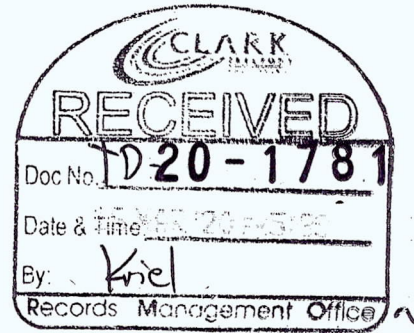
Noted by:


NOEL F. MANANKIL
President and CEO



MEMORANDUM CIRCULAR

MC No. APG 20-03-10



TO : All Concerned CFZ Locators

SUBJECT : **CDC Advisory on Administrative Services**

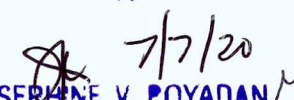
DATE : 16 March 2020

In compliance with Presidential Proclamation No. 922 and the notice issued by the Governance Commission for GOCCs (GCG) dated 13 March 2020 wherein *walk-in transactions or appointments are highly discouraged*, CDC shall implement the following interim measures when transacting with all stakeholders **effective 17 March 2020**:

Records Management Division (RMD)

- Submission of all duly signed incoming letters to CDC with complete attachment/(s), as applicable, shall be done electronically through records@clark.com.ph.
- To facilitate processing via the CDC Electronic Records Management System (ERMS), letter senders should save the cover letter along with the attachment/(s) as one file using PDF format. Once recorded in ERMS, the system will send electronic proof of receipt of documents and updates on their requests, up to issuance of electronic copy of CDC action. All letters must contain valid email addresses where CDC can issue proof of receipt.
- The original copy of the same must be transmitted to the CDC Records Management Division (RMD) after the interim measures have been lifted by CDC.
- In extreme cases, those who failed to transmit their letters electronically may drop their letters in the Records' Dropbox located at the guards' station in front of Building 2112, adjacent to the parking ground near housing units. No proof of receipt shall be issued for letters dropped in the Records' Dropbox. Instead, this shall be issued electronically when processed by CDC-RMD.

Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

Accounting Division (AD)

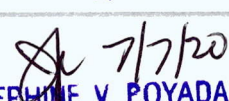
- Submission of Sales/Revenue Reports by locators should be done electronically to the AD-Billing Section (email address: marline.victoria@clark.com.ph) for issuance of the Statement of Account (SOA).
- As reiteration to previous Memo Circular dated 18 September 2019, all system-generated SOA will be sent electronically to the locator's email address via ERMS. Locators are enjoined to confirm their current email addresses to CDC at records@clark.com.ph.
- Follow-up by suppliers/contractors on the status of its Disbursement Vouchers will be coursed thru the CDC-Office of Primary Responsibility (OPR).
- The BIR withholding tax certificate will be provided to the supplier/contractor simultaneous with the release of the check payment.

Treasury Division (TD)

- All payments to CDC should be made through bank deposits/transfer to the following bank accounts:

<i>BANK/BRANCH</i>	<i>ACCOUNT NAME</i>	<i>ACCOUNT NUMBER</i>	<i>Bank Address</i>	<i>Swift Code</i>
1. Land Bank of the Philippines/ Clark Freeport Zone, Pampanga	CDC OPEX/ Working Capital	1582-1021-19 (PhP Current Account)	Lily Hill Plaza Bldg., C.M. Recto Ave. Clark Freeport Zone, Phils. 2023	LBPPHMM
2. Land Bank of the Philippines/ Clark Freeport Zone, Pampanga	Clark Development Corporation	1584-0026-77 (USD Savings Account)	Lily Hill Plaza Bldg., C.M. Recto Ave. Clark Freeport Zone, Phils. 2023	LBPPHMM
3. Development Bank of the Philippines/ Clark Freeport Zone, Pampanga	CDC OPEX/ Working Capital	0-06037-581-4 (PhP Current Account)	Pavillion 1, Clark Center Jose Abad Santos Ave., Clark Freeport Zone, Phils. 2023	DBPPHMM
4. United Coconut Planters Bank/ Clark Freeport Zone, Pampanga	CDC OPEX/ Working Capital	00248-000558-1 (PhP Current Account)	Lily Hill Plaza Bldg., C.M. Recto Ave. Clark Freeport Zone, Phils. 2023	UCPBPHMM

Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

- For lease rental payments, lessees should get in touch with CDC-TD staff for the order of payment details and computation of the total amount due on actual date of payment.

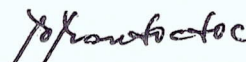
No.	Name	Email Address	Tel. Nos.
1	Jeannette M. Pineda	jeannettepineda@clark.com.ph	(045) 499-2326 (045) 599-9000 local 568
2	Jesusa A. Capulong	jesusacapulong@clark.com.ph	
3	Michaela A. Dayrit	michaeladayrit@clark.com.ph	
4	Sarah Jane C. Concepcion	sarahjaneconcepcion@clark.com.ph	


- Locator must submit to the above-mentioned CDC-TD staff via email the deposit slip as proof of payment for issuance of the Official Receipt.
- Electronic copies of Surety Bonds/Letter of Credit documents pertaining to the posting/renewal of Performance Security should be remitted to the Treasury Department at the above-mentioned TD staff. Original copies shall be submitted to TD within seven (7) days from electronic transmittal of the same.

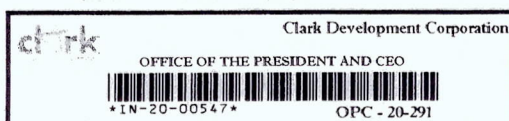
Property Management Division (PMD)


- Confirmed bookings for all CDC Guesthouses are hereby cancelled until further notice.
- Request for Order of Payment for insurance premium payments of locators can be done in advance thru email at FrancisFernandez@clark.com.ph or Carmelita.dale@clark.com.ph.

Thank you for your usual support and cooperation.


MARIZA O. MANDOCDOC, PhD
 Vice President
 Administration and Finance Group

Noted by: 
NOEL F. MANANKIL
 President and CEO



Certified copy from file:

JOSEPHINE V. POYADAN
 Manager, Records Mgmt. Division
 Clark Development Corporation



MEMORANDUM CIRCULAR

Control No. TFD 20-03-11

TO : **All Concerned CFZ Registered Enterprises and Stakeholders**

SUBJECT : **Trade Facilitation Division's Implementation of the Work from Home**

DATE : 16 March 2020

In view of the current Coronavirus Disease 2019 (COVID-19) crisis being experienced all over the world and pursuant to the Department of Labor and Employment (DOLE) Labor Advisory No. 09, "Guidelines on the Implementation of Flexible Work Arrangements as Remedial Measure to the Ongoing Outbreak of COVID-19", CDC Trade Facilitation Division (CDC-TFD) shall be adopting a **work-from-home scheme from Mondays to Thursdays**, with a work schedule from **7:30am to 6:00pm**, to help mitigate the spread of the said disease.

In this regard, please be informed that **effective 18 March 2020**, TFD shall be implementing the following:

1) Approval of Online Permits (e-TAPs/e-EDs, e-PBI/e-PBO, e-EnGP/e-ExGP, e-TN)

- All CFZ registered enterprises and stakeholders shall continue to lodge their online applications through the various TFD online systems.
- All online applications shall be evaluated and approved by CDC-TFD from Mondays to Thursdays, 7:30am to 6:00pm.
- Applications lodged beyond the said working days and working hours shall be approved on best effort.
- Please ensure that your respective online account has sufficient load balance.
- The CDC Treasury Division is open from Mondays to Thursdays, 7:30am to 6:00pm.
- TFD shall suspend the real time collection of permit processing fees (volume control). TFD will be sending billing statements to concerned locators instead.
- All are reminded to monitor the status of their online applications.

2) Issuance of Multi-Entry Pass/Stickers

- **For New Applications** – All new applications shall be suspended until further notice.
- **For Renewal** – All expired permits/stickers for March 2020 shall be automatically extended until 15 April 2020.

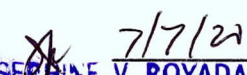
3) Permit to Bring-Out of Tax-exempt Vehicles (TEVs)

- All expiring PBOs for March 2020 shall be automatically extended and be valid until 30 April 2020.
- TFD shall inform those concerned on the resumption of inspection and renewal of PBOs for TEVs

4) Inspection and Tagging at the Customs Clearance Area (CCA) / Onsite Inspection (UPS/Fedex)

- TFD shall maintain the **regular working schedules** at the CCA as follows:
 - Mondays to Saturdays – 24 hours
 - Sundays – 6am to 10pm

Certified copy from file:


JOSEPHINE V. ROYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

"A PROUD MEMBER OF THE BCDA GROUP"

Bldg. 2122 Epifanio Quirino St., Clark Freeport Zone, Philippines 2023 *Tel. No.: (6345) 599-9000 (connecting all depts.)
E-mail Address: info@clark.com.ph Website: www.clark.com.ph

Note: Onsite inspections as a pre-requisite for approval of permits shall be suspended until further notice. Concerned locators will be notified to submit liquidation reports as post compliance.

5) Online Submission of the Following:

- a. Import/Export Letter of Intent (LOI) - For LOIs, a scanned copy of the letter/s together with the attachments shall be submitted online.
- b. Application/Renewal of CPRS Profile for Import/Export – including attachments
- c. Liquidation Reports
- d. TIMTA Data Request
- e. Request Letters for Consideration, Cancellation and other concerns.

ALL SUBMISSIONS SHALL BE SENT TO erdtrade@gmail.com

6) Suspension of Exit of Scrap and Weighbridge Operations

- All exit of scrap shall not be allowed until further notice.
- Weighbridge operations shall be suspended until further notice.

7) TFD Permit Briefing

- All TFD permit briefing shall be conducted via telecon.
- TFD shall endeavor to send soft copies of TFD Manual of Permits upon request.
- For TFD briefing requests, please contact TFD Analysts at:
 - Genesis L. Yabut – 09366490729
 - Clariza P. David – 09179524444
 - Jaypee A. Delantar – 09264903236
 - Adrienne T. Florencio - 09325963962

8) TFD Hotline Numbers and Contact Details

- All calls shall be entertained from Mondays to Thursdays, 7:30am to 6:00pm by TFD Specialists and Analysts at:
 - Marites S. Garcia – 09150959291
 - Lucita C. Turla – 09189640725
 - Riza B. Diaz – 09328540329
 - Jayson L. Ibay – 09162672001
 - Senen M. Santos – 09278928383
 - Joan Marie A. Sicat – 09156165018
 - John Michael D. Torno - 09751489234

For your information and guidance.

Thank you.


EVANGELINE G. TEJADA

Vice President

Business Development and Business Enhancement Group

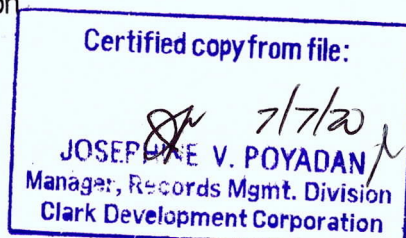
Noted by:


NOEL F. MANANKIL

President and CEO

Clark Development Corporation

Cc: RMD, TFD, CILA



MEMORANDUM CIRCULAR

No. SP 20-04-12

TO : ALL CONCERNED

SUBJECT : **CLARK QUARANTINE PASS**

DATE : 02 APRIL 2020

To ensure the prevention of the spread of COVID-19 in Clark and as a support to the measures of our government to contain the disease, CDC shall require its residents and locators to obtain a Clark Quarantine Pass or Clark QPass.

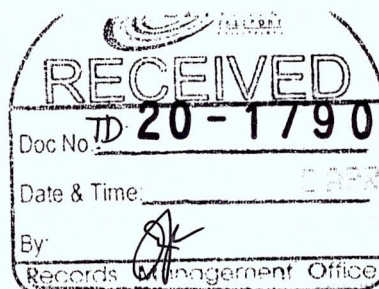
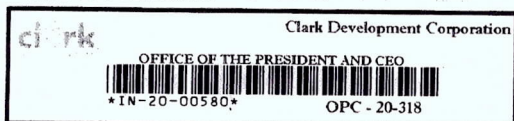
The Clark QPass allows one (1) representative per residential unit or per locator/company whose employees are housed in Clark and are allowed to operate (based on the CDC Guidelines dated March 17, 2020) to go out to buy food, medicines and other household essentials for the duration of the Enhanced Community Quarantine (ECQ) in Luzon.

Relative to this, the Clark QPass must be presented at Clark checkpoints or to roving Mobile Team/s doing random checks. After inspection, the holder of the QPass shall be subjected to temperature check thru infrared thermometer gun. Persons manifesting a temperature of 38 degree Celsius and above shall be referred to the CDC-Health and Sanitation Division (HSD).

In the instance of unruly and uncooperative behavior, the CDC Public Safety Division (PSD) shall act accordingly and may call the Philippine National Police (PNP) to conduct arrest if necessary.

The implementation of Qpass shall take effect on Tuesday, April 7, 2020 and will be enforced until the ECQ shall have been lifted. Attached is a set of guidelines on the issuance of the Clark QPass. For further questions and details, please contact #1232.


NOEL F. MANANKIL
CDC President




CERTIFIED TRUE COPY

GUIDELINES ON THE ISSUANCE OF CLARK QUARANTINE PASS

“QPass”

WHAT IS CLARK QUARANTINE PASS or “QPass”?

- A document issued by the Public Safety Division (PSD) of Clark Development Corporation (CDC).
- It allows one (1) representative per residential unit or per locator/company whose employees are housed in Clark and are allowed to operate based on the CDC Guidelines issued dated March 17, 2020, to go out to buy food, medicines and other household essentials for the duration of the Enhanced Community Quarantine (ECQ) in Luzon.
- Issued only to persons from 18 to 59 years of age.

WHO ARE ELIGIBLE:

- Clark Residents – holders of VLUC, CCLOR, LEASE AGREEMENTS and SUB-LEASE AGREEMENTS (Residential only). **One address, one QPass**
- Locators – those allowed to operate based on CDC Guidelines

REQUIREMENTS:

- **Clark Residents**
 - Lease Agreement or Sub-Lease Agreement, VLUC, CCLOR
 - Valid Government-issued IDs
 - Passport for foreign nationals
- **Locators**
 - Authorization letter issued by the Management of the Locator
 - Company ID

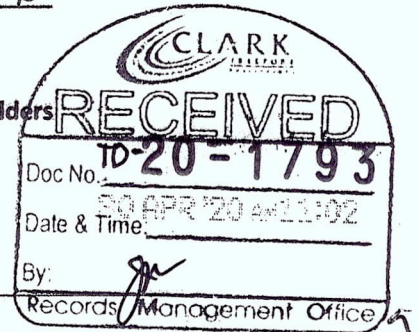
PROCEDURE:

- Initially, CDC-PSD shall go around the Clark Residents and Locators to issue the QPass.
 - Schedule will be announced.
 - Residents and Locators must have the aforementioned documentary requirements ready for inspection/validation.
- Any revision or request for QPass after the initial issuance must be submitted directly to the CDC- PSD.

M. Tayag
6/12/21
M. Tayag
CERTIFIED TRUE COPY

Control No. TFD 20-04-13

TO : All Concerned CFZ Registered Enterprises and Stakeholders
SUBJECT : Trade Facilitation Division's (TFD) Work Schedule
DATE : April 29, 2020



Relative to the forthcoming holidays, we wish to inform you that the office/work schedule of TFD in the processing of permits and conduct of inspection at the Customs Clearance Area (CCA) will be as follows:

DATE	WORKING HOURS		
	TFD OFFICE	TFD WEIGH BRIDGE SATELLITE OFFICE	CUSTOMS CLEARANCE AREA (CCA)
May 01, 2020 (Friday – Regular Holiday)	Skeletal Force (8:00am – 5:00pm)	CLOSED	Regular 24-hour operations
May 07, 2020 (Thursday – Jose Abad Santos Day Special Non-Working Holiday)	Skeletal Force (8:00am – 5:00pm)	CLOSED	Regular 24-hour operations

In view of the current Corona Virus Disease 2019 (COVID-19) crisis, TFD shall implement the following:

- Approval of Online Permits (e-TAPs/e-EDS, e-PBI/PBO, e-EnGP/E-ExGP, TN) and Online submission of Documents
 - All CFZ registered enterprises and stakeholders shall continue to lodge their online applications through the various TFD online systems.
 - All online applications shall be evaluated and approved by CDC-TFD on best effort.
 - Import/Export Letter of Intent (LOI) – For LOIs, a scanned copy of the letter/s together with the attachments shall be sent to erdtrade@gmail.com
 - Application/Renewal of CPRS Profile for Import/Export – including attachments
 - Liquidation Reports
 - Request Letter for Consideration, Cancellation and other concerns.

- All scrap shall not be allowed to exit until further notice.

Please be guided accordingly.

Thank you.

ATTY. NOELLE MINA D. MENESES
Assistant Vice President
Business Enhancement Department

"A PROUD MEMBER OF THE BCDA GROUP"
Cc: VP-BDBEG, RMO, HRD, BOC Clark, CILA
Bldg. 2122 Elpidio Quirino St., Clark Freeport Zone, Philippines 2023 *Tel. No.: (6345) 599-9000 (connecting all depts.)
E-mail Address: info@clark.com.ph Website: www.clark.com.ph

Certified copy from file:

JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

Memorandum Circular re: TFD's Work Schedule for May 01 & 07, 2020

Joan Marie A. Sicat

Thu 4/30/2020 9:24 AM

To: Records <Records@clark.com.ph>;

1 attachment


Memorandum Circular re TFD's Work Schedule on May 01 & 07, 2020.pdf;

Good morning po,
Sending again the Memorandum Circular for receive.
Sorry po, padisregard nalang po yung unang email.
Thank you po

RMD Control No.: _____

RECORDS MANAGEMENG DIVISION
Request for E-Mailing

FM-CDC-RMD Form No. 7
June 2016



Requesting Officer/Staff : Joan Sicat
Department/Division : Trade Facilitation Division
Requesting Staff's E-mail Addresses : JoanMarie.Sicat@clark.com.ph
Addressees E-mail Address : AllConcerned

Date: April 30, 2020

ATTY. NOELLE MINA D. MENESES
Manager

Document Title/Description	Intended Recipient	Qty./No. of Pages	Specification of Desired Output (pls. Check)
Memorandum Circular TFD's Work Schedule for May 01 & 07, 2020	<u>All Concerned CFZ Registered Enterprises and Stakeholders</u>	1	Color: B/W _____ Color <u>✓</u> _____ Format: TIFF _____ PDF <u>✓</u> _____ JPEG _____ other _____

(To be accomplished by Records Management Division)

Date & Time Received: _____
Receiving RMD Staff : _____
Remarks : _____

Prepared and Processed By: _____
Records Officer

APPROVED BY: _____
RMD Manager

https://cdcmail.clark.com.ph/owa/#viewmodel=ReadMessageItem&ItemID=AAMkADc5OWUyNmM5LTM0NzUtNGViYy04ZTQxLWFIODYxZGMxN... 1/1

MEMORANDUM CIRCULAR

No. TD-20-05-14

TO : CDC-REGISTERED LOCATORS
CDC-BAYANIHAN STALL OCCUPANTS
CDC-HOUSING OCCUPANTS

SUBJECT : ASSISTANCE TO CDC STAKEHOLDERS IN SUPPORT OF THE REPUBLIC
ACT (RA) NO. 11469

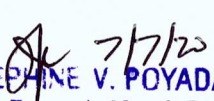
DATE : 12 MAY 2020

In support of RA No. 11469, otherwise known as the "Bayanihan To Heal As One Act", the CDC Board approved on 08 May 2020 the following measures to cushion the impact of the Enhance Community Quarantine (ECQ) due to COVID-19 to CDC stakeholders:

1. Deferment of Rental Payment.

Rental payments for the months of April to June 2020 are deferred and may be paid in equal monthly installments for a maximum of 12 months starting 15 July 2020. No interest and/or penalty shall be imposed during the deferred period as long as installment payments are settled on or before the 15th of each month beginning July 2020.

Sample Illustration:

Certified copy from file:  JOSEPHINE V. POYADAN Manager, Records Mgmt. Division Clark Development Corporation	Rental Due for the month of July 2020	P 100,000
	Minimum Rental Amortization Due (for April to June 2020):	
	Monthly Rental	P 100,000
	Multiply by no. of months	3
	Total Rental Due	P 300,000
	Divided by no of months	12
		25,000
	Total Amount Due on 15 July 2020	P 125,000

Notwithstanding, rentals for April to June 2020 may be settled immediately without availing of the installment payments. However, should there be any unpaid amount when the monthly payments fell due as illustrated above, the usual interest and/or penalty charges shall be applied as provided for in the Locator's Lease Agreement and CDC Memo Circular on Fees and Charges (MC No. IPD2-17-08-18).


The Statement of Accounts/Billings for the months of April and May 2020 will be sent through e-mail for your reference.

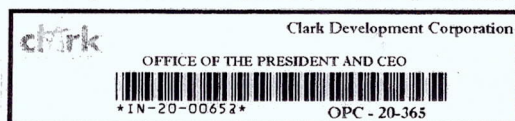
2. Grace Period for Old Unpaid Accounts/Rental Arrearages.

For old unpaid accounts prior to the implementation of the ECQ (outstanding accounts as of 15 March 2020), CDC shall grant a grace period for payment of **90 days**. No interest and/or penalty shall be imposed from 16 March 2020 until 14 June 2020.

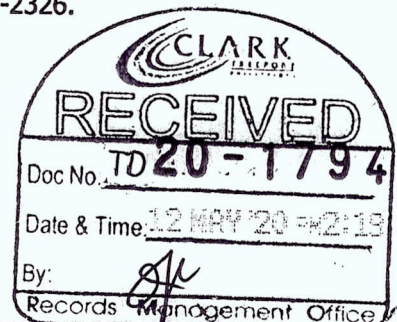
This Circular shall be effective immediately. If you have further queries or clarifications, please contact our CDC Treasury Division Collection Officers, Ms. Jeannette M. Pineda and/or Jesusa A. Capulong, at telephone numbers (045) 599-9000 local 568 & 569 and (045) 499-2326.

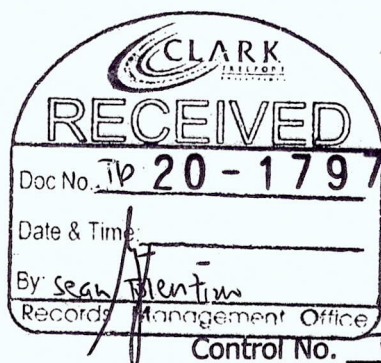
For your information and guidance. Thank you.


NOEL F. MANANKIL
President and CEO



"A PROUD MEMBER OF THE BCDA GROUP"





MEMORANDUM CIRCULAR

TO : All Concerned CFZ Registered Enterprises and Stakeholders

SUBJECT : Trade Facilitation Division's Operational Guidelines
under the Modified Enhanced Community Quarantine (MECQ)

DATE : 18 May 2020

In view of the of the current Coronavirus Disease 2019 (COVID-19) crisis being experienced all over the world and pursuant Resolution No. 37, series of 2020 issued by the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF), dated 15 May 2020, particularly on placing Angeles City and the Province of Pampanga under Modified Enhanced Community Quarantine (MECQ) until 31 May 2020, CDC Trade Facilitation Division (TFD) shall continue implementing a **skeletal workforce arrangement and work-from-home scheme from Mondays to Fridays**, with a work schedule from **8:00am to 5:00pm**, to help mitigate the spread of the said disease.

In this regard, please be informed that **effective 18 May 2020**, TFD shall be implementing the following:

1) Approval of Online Permits (e-TAPs/e-EDs, e-PBI/e-PBO, e-EnGP/e-ExGP, e-TN)

- All CFZ registered enterprises and stakeholders shall continue to lodge their online applications through the various TFD online systems.
- All online applications shall be evaluated and approved by CDC-TFD from Mondays to Fridays, 8:00am to 5:00pm.
- Applications lodged beyond the said working days and working hours shall be approved on best effort.
- Please ensure that your respective online account has sufficient load balance.
- TFD shall suspend the real time collection of permit processing fees (volume control) however, TFD shall bill concerned locators at the end of each month. Billing statement shall be sent electronically.
- All are reminded to monitor the status of their online applications.
- We request locators to refrain from making telecon follow-ups your lodged permits. All follow-ups shall be made *via* email.

2) Issuance of Multi-Entry Gate Pass/Stickers

- **For New Applications** – All new applications shall be made via online. Submit all documentary requirements *via* email. Approved permits and stickers shall be for pick-up at the TFD Office.
- **For Renewal** – All expired permits/stickers for March 2020 shall be automatically extended until June 2020.

3) Permit to Bring-Out of Tax-exempt Vehicles (TEVs)

- All expiring PBOs for March 2020 shall be automatically extended and be valid until 30 June 2020.
- TFD shall inform those concerned on the resumption of inspection and renewal of PBOs for TEVs

4) Inspection and Tagging at the Customs Clearance Area (CCA) / Onsite Inspection (UPS/Fedex)

- TFD shall maintain the **regular working schedules** at the CCA as follows:
 - Mondays to Saturdays – 24 hours
 - Sundays – 6am to 10pm

Note: Onsite inspections as a pre-requisite for approval of permits shall be suspended until further notice. Concerned locators will be notified to submit liquidation reports as post compliance.

Certified copy from file:

"A PROUD MEMBER OF THE BCDA GROUP"

JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

Bldg. 2122 Elpidio Quirino St., Clark Freeport Zone, Philippines 2023 *Tel. No.: (6345) 599-9000 (connecting all depts.)
E-mail Address: info@clark.com.ph Website: www.clark.com.ph

5) Online Submission of the Following:

- a. Import/Export Letter of Intent (LOI) - For LOIs, a scanned copy of the letter/s together with the attachments shall be submitted online.
- b. Application/Renewal of CPRS Profile for Import/Export – including attachments
- c. Liquidation Reports
- d. TIMTA Data Request
- e. Request Letters for Consideration, Cancellation and other concerns.

ALL SUBMISSIONS SHALL BE SENT TO erdtrade@gmail.com

6) Resumption of Weighbridge Operations and Exit of Scrap

- CDC Weighbridge shall resume operations starting 19 May 2020, every MONDAYS and TUESDAYS, from 8:00am to 12:00nn only.
- All exit of scrap shall be allowed only every MONDAYS and TUESDAYS, from 8:00am to 12:00nn, starting 19 May 2020.
- Strictly no exit of scrap from Mondays to Wednesdays, Saturdays and Sundays, including holidays.

7) TFD Permit Briefing

- All TFD permit briefing shall be conducted via remote communication (telecom/Videocon).
- TFD shall endeavor to send soft copies of TFD Manual of Permits upon request.
- For TFD briefing requests, please contact TFD Analysts at:
 - Genesis L. Yabut – 09366490729
 - Clariza P. David – 09179524444
 - Jaypee A. Delantar – 09264903236
 - Adrienne T. Florencio - 09325963962

8) TFD Hotline Numbers and Contact Details

- All calls shall be entertained from Mondays to Fridays, 8:00am to 5:00pm by TFD Specialists and Analysts at:
 - Marites S. Garcia – 09150959291
 - Lucita C. Turla – 09189640725
 - Riza B. Diaz – 09328540329
 - Jayson L. Ibay – 09162672001
 - Senen M. Santos – 09278928383
 - Joan Marie A. Sicat – 09156165018
 - John Michael D. Torno - 09751489234

For your information and guidance.

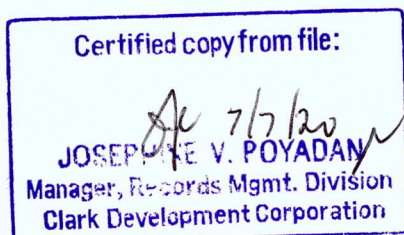
Thank you

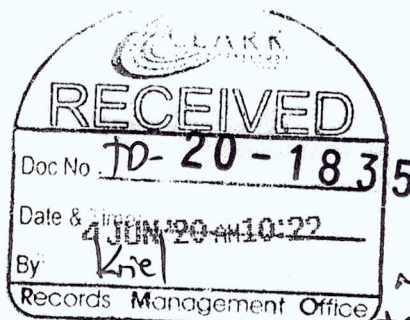

EVANGELINE G. TEJADA

Vice President

Business Development and Business Enhancement Group

Cc: RMD, TFD, CILA





MEMORANDUM CIRCULAR

Control No. TFD 20-06-16

TO : **All Concerned CFZ Registered Enterprises and Stakeholders**

SUBJECT : **Trade Facilitation Division's Operational Guidelines under the General Community Quarantine (GCQ)**

DATE : **01 June 2020**

In view of the of the current Coronavirus Disease 2019 (COVID-19) crisis being experienced all over the world and pursuant to Resolution No. 40, series of 2020 issued by the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF), dated 27 May 2020, particularly on placing certain areas including Angeles City and the Province of Pampanga under the General Community Quarantine (GCQ) starting 01 June 2020 until 15 June 2020, CDC Trade Facilitation Division (TFD) shall continue implementing a **skeletal workforce arrangement and work-from-home scheme from Mondays to Fridays**, with a work schedule from **8:00am to 5:00pm**, to help mitigate the spread of the said disease.

In this regard, please be informed that **effective immediately**, TFD shall be implementing the following:

1) Approval of Online Permits (e-TAPs/e-EDs, e-PBI/e-PBO, e-EnGP/e-ExGP, e-TN)

- All CFZ registered enterprises and stakeholders shall continue to lodge their online applications through the various TFD online systems.
- All online applications shall be evaluated and approved by CDC-TFD from Mondays to Fridays, 8:00am to 5:00pm.
- Applications lodged beyond the said working days and working hours shall be approved on best effort.
- Please ensure that your respective online account has sufficient load balance.
- TFD shall suspend the real time collection of permit processing fees (volume control) however, TFD shall bill concerned locators at the end of each month. Billing statement shall be sent electronically.
- All are reminded to monitor the status of their online applications.
- We request locators to refrain from making telecon follow-ups your lodged permits. All follow-ups shall be made *via* email.

2) Issuance of Multi-Use Entry Gate Pass/Stickers

- **For New Applications** – All new applications shall be made via online. Submit all documentary requirements *via* email at erdtrade@gmail.com with subject "New Application for Multi-Use EnGP". Approved permits and stickers shall be scheduled for pick-up at the TFD Office.
- **For Renewal** – All expired permits/stickers for March 2020 shall be automatically extended until 30 June 2020.

3) Permit to Bring-Out of Tax-exempt Vehicles (TEVs)

- All expiring PBOs for March 2020 shall be automatically extended and be valid until 30 June 2020.
- TFD shall inform those concerned on the resumption of inspection and renewal of PBOs for TEVs

4) Inspection and Tagging at the Customs Clearance Area (CCA) / Onsite Inspection (UPS/Fedex)

- TFD shall maintain the **regular working schedules** at the CCA as follows:
 - Mondays to Saturdays – 24 hours
 - Sundays – 6am to 10pm

Note: Onsite inspections as a pre-requisite for approval of permits shall be suspended until further notice. Concerned locators will be notified to submit liquidation reports as post compliance.

Certified copy from file:

[Signature]
JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

"A PROUD MEMBER OF THE BCDA GROUP"

Bldg. 2122 Elpidio Quirino St., Clark Freeport Zone, Philippines 2023 *Tel. No.: (6345) 599-9000 (connecting all depts.)
E-mail Address: info@clark.com.ph Website: www.clark.com.ph

5) Online Submission of the Following:

- a. Import/Export Letter of Intent (LOI) - For LOIs, a scanned copy of the letter/s together with the attachments shall be submitted online.
- b. Application/Renewal of CPRS Profile for Import/Export – including attachments
- c. Liquidation Reports
- d. TIMTA Data Request
- e. Request Letters for Consideration, Cancellation and other concerns.

ALL SUBMISSIONS SHALL BE SENT TO erdtrade@gmail.com

6) Weighbridge Operations and Exit of Scrap

- CDC Weighbridge shall continue operating every MONDAYS and TUESDAYS, from 8:00am to 12:00nn only.
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- Strictly no exit of scrap from Wednesdays to Fridays, Saturdays and Sundays, including holidays.

7) TFD Permit Briefing

- All TFD permit briefing shall be conducted via remote communication (telecom/Videocon).
- TFD shall endeavor to send soft copies of TFD Manual of Permits upon request.
- For TFD briefing requests, please contact TFD Analysts at:
 - Genesis L. Yabut – 09366490729
 - Clariza P. David – 09179524444
 - Jaypee A. Delantar – 09264903236
 - Adrienne T. Florencio - 09325963962

8) TFD Hotline Numbers and Contact Details

- All calls shall be entertained from Mondays to Fridays, 8:00am to 5:00pm by TFD Specialists and Analysts at:
 - Marites S. Garcia – 09150959291
 - Lucita C. Turla – 09189640725
 - Riza B. Diaz – 09328540329
 - Jayson L. Ibay – 09162672001
 - Senen M. Santos – 09278928383
 - Joan Marie A. Sicat – 09156165018
 - John Michael D. Torno - 09751489234

For your information and guidance.

Thank you.

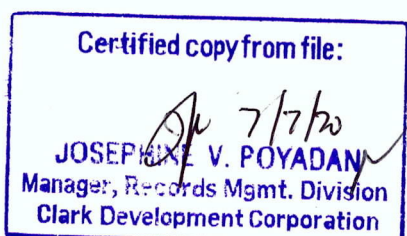


EVANGELINE G. TEJADA

Vice President

Business Development and Business Enhancement Group

cc: RMD, TFD, CILA



MEMORANDUM CIRCULAR OP 20-06-17

TO : ALL CONCERNED

SUBJECT : **GUIDELINES ON THE IMPLEMENTATION OF
GENERAL COMMUNITY QUARANTINE (GCQ) IN
CLARK FREEPORT ZONE**

DATE : 01 JUNE 2020

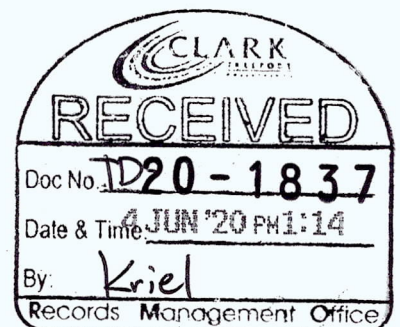
The Clark Development Corporation (CDC) adheres to the rules and regulations set by the Inter-Agency Task Force on Emerging Infectious Diseases (IATF) and various government agencies (DOH, DPWH, DOTR, DTI, others), for Guidelines under the General Community Quarantine (GCQ) in the Central Luzon region which includes the Clark Freeport Zone (CFZ).

For the guidance of everyone, we are providing this Circular to highlight basic protocols on health and safety that will be applied in Clark, as a minimum, to complement the above issuances in order to help fight the spread of COVID-19 in our community.

Please be guided accordingly.

LOCATORS ALLOWED TO OPERATE

1. All industries except those categorized under leisure and recreation; gaming and fitness establishments; and kids and tourism industries and all other industries under Category IV.
2. Locators can operate with 30% initial capacity and will be allowed to increase operations, if conditions in the workplaces comply with strict social distancing and other health protocols.
3. Permitted industries shall comply with the IATF Omnibus Guidelines, as amended, and DTI Memorandum Circular No. 20-22.
4. Shopping malls under limited operations.



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Certified copy from file:

JP 7/7/20
JOSEPH V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

PERSONS ALLOWED TO ENTER CLARK:

1. Employees of allowed industries
2. CFZ Residents
3. Health workers and frontliners assigned in Clark
4. Government officials to undertake, among others, official business with CDC
5. Suppliers of essential items
6. Personnel of contracted parties in service, logistics and other industries allowed under GCQ

DUTY FREE/GROCERIES

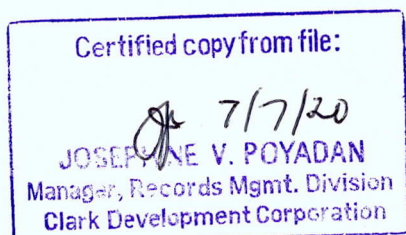
1. Shoppers need to present any of the following documents:
 - Valid ID issued by their employers based/registered in the CFZ or
 - Valid ID bearing proof of residence or any document showing proof of residence inside the CFZ.
 - Quarantine/ Market pass will no longer be required.
2. Duty Free Shops and Groceries may impose own policy based on health and safety protocols, but are encouraged to adopt stricter health standards including putting markers for social distancing, use of hand sanitizers or alcohol and shoe disinfecting mats upon entry, as well as regular disinfection of common areas.

PARKS/PLAYGROUNDS

1. The Parade Grounds and other parks will now be open for Clark residents and employees
2. Individual outdoor exercises such as walking, jogging, running and biking are allowed around the area, provided that wearing of masks and minimum social distancing is maintained.
3. Golf will now be allowed in Clark. Players must present any of the following: Golf membership IDs, invitation to play for non-members, or on-line booking confirmation for the golf game.

MASS GATHERINGS

Mass gatherings that are unauthorized, non-work essential or are entertainment related - such as movie screenings, concerts or sporting events - are still prohibited.



TRANSPORTATION

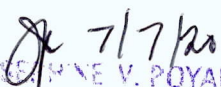
- 1. The Clark Loop or BRT shall continue to serve the riding public in Clark.
- 2. Shuttle Service shall serve as the main transportation means to ferry workers in the absence of Public Utility Vehicles (jeepneys).
- 3. Employees, residents and other individuals who are allowed to enter Clark may use private cars.

CDC OFFICES/OPERATIONS

- 1. Alternative methods to communicate, such as telephone calls, SMS, instant messaging, emails, or online conferences apps shall be maximized to limit need for physical meetings.
- 2. The following platforms may be used for emergency assistance, queries, CDC official advisories and updates:

CDC Hotline	Dial #1232
Official Website	www.clark.com.ph
Official Social Media Accounts	Facebook.com/Clark Development Corporation; Facebook.com/Visit Clark
Radio Program	Clark in Action live broadcast on UFM 105.5fm and Converge Air Cable Channel 6 every Wednesdays and Fridays from 8:00 am to 9:00 am (with live streaming on internet and via CDC and UFM FB account)

- 3. Whenever necessary to visit CDC because contact persons cannot be reached via phone, email or non-personal means, visitors shall stay at designated receiving areas while communication to the concerned CDC unit/staff is arranged by the guards. Use of face mask by the visitors and the practice of social distancing are mandatory.
- 4. Except for permit-related transactions, all incoming letters with their supporting document/(s), if any, should be electronically submitted to: records@clark.com.ph, which will then become part of the official list of communications received by CDC. Acknowledgement receipts and updates will be sent to the sender via CDC's eRMS (electronic Records Management System).

Certified copy from file:

JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

5. Alternatively, for those unable to send their letters electronically, submissions can be made through a drop box located near guard post in Bldg. 2127. Retrieval of these documents shall be done every Tuesdays and Thursdays for inclusion in CDC eRMS. All letter senders are encouraged to indicate their emails so they can receive information and updates from the eRMS.
6. Locators are advised to contact their respective account officers for various concerns such as application of business permits and other documentary requirements.

CONSTRUCTION PERMITS

Under IATF Resolution No. 37 areas under GCQ and MGCQ, all construction works both public and private are allowed subject to strict compliance to DPWH DO No. 39 dated May 19, 2020

How to Submit:

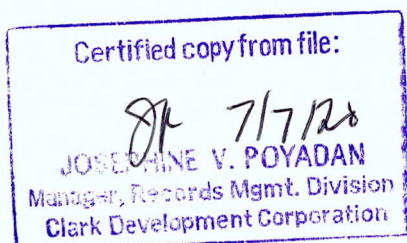
- A. On-line (cdcbfpd@gmail.com) and,
- B. Actual submission through BFPD Drop-Box at ground floor, Bldg. 2127, E. Quirino St., CFZ.

How to Resume Construction Works/Activities:

- A. Under GCQ and MGCQ, Strict Compliance to DPWH D.O. No. 39.
- B. Secure Accreditation/Construction Work Pass (ACWP) for every worker from BFPD.
- C. Secure Construction Work Resumption Clearance from BFPD.
- D. Submission of application either On-line (cdcbfpd@gmail.com) or actual submission through BFPD Drop-Box at 2nd floor, Bldg. 2127, E. Quirino St., CFZ.

TRADE FACILITATION

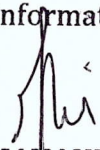
Guidelines have been provided in a Memorandum Circular No. TFD-20-06-16 dated June 01, 2020. As a reiteration, all submissions and requests for permits must be sent to erdtrade@gmail.com



For questions and other details, please call the following personnel who will entertain calls Mondays to Fridays, 8:00am to 5:00pm:

- Marites S. Garcia - 09150959291
- Lucita C. Turla - 09189640725
- Riza B. Diaz - 09328540329
- Jayson L. Ibay - 09162672001
- Senen M. Santos - 09278928383
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For your information and guidance.


NOEL F. MANANKIL
CDC President and CEO


IN-20-710

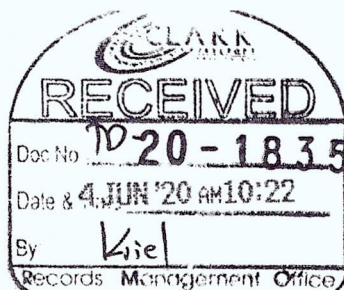
OP Control No.:
20-0402

REFERENCES:

- a. *Revised Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines issued by the Inter-Agency Task Force (IATF)*
- b. *on COVID-19, issued on May 22, 2020*
- c. *IATF Resolution Nos. 34, 35, 37*
- d. *Interim Guidelines on Workplace Prevention and Control of COVID-19 issued by the Department of Trade and Industry (DTI) and the Department of Labor and Employment (DOLE)*
- e. *Memorandum Circular No. 20-22 and 20-09 issued by the DTI*
- f. *Memorandum Circular No. 2020-017 issued by the Land Transportation Franchising and Regulatory Board (LTFRB);*
- g. *Memorandum Circular No. 2020-087 issued by the Department of Interior and Local Government (DILG)*
- h. *DPWH Department Order No. 39 dated May 19, 2020*

Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation



MEMORANDUM CIRCULAR

Control No. TFD 20-06-16

TO : **All Concerned CFZ Registered Enterprises and Stakeholders**

SUBJECT : **Trade Facilitation Division's Operational Guidelines under the General Community Quarantine (GCQ)**

DATE : **01 June 2020**

In view of the of the current Coronavirus Disease 2019 (COVID-19) crisis being experienced all over the world and pursuant to Resolution No. 40, series of 2020 issued by the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF), dated 27 May 2020, particularly on placing certain areas including Angeles City and the Province of Pampanga under the General Community Quarantine (GCQ) starting 01 June 2020 until 15 June 2020, CDC Trade Facilitation Division (TFD) shall continue implementing a **skeletal workforce arrangement and work-from-home scheme from Mondays to Fridays**, with a work schedule from **8:00am to 5:00pm**, to help mitigate the spread of the said disease.

In this regard, please be informed that **effective immediately**, TFD shall be implementing the following:

1) Approval of Online Permits (e-TAPs/e-EDs, e-PBI/e-PBO, e-EnGP/e-ExGP, e-TN)

- All CFZ registered enterprises and stakeholders shall continue to lodge their online applications through the various TFD online systems.
- All online applications shall be evaluated and approved by CDC-TFD from Mondays to Fridays, 8:00am to 5:00pm.
- Applications lodged beyond the said working days and working hours shall be approved on best effort.
- Please ensure that your respective online account has sufficient load balance.
- TFD shall suspend the real time collection of permit processing fees (volume control) however, TFD shall bill concerned locators at the end of each month. Billing statement shall be sent electronically.
- All are reminded to monitor the status of their online applications.
- We request locators to refrain from making telecon follow-ups your lodged permits. All follow-ups shall be made *via* email.

2) Issuance of Multi-Use Entry Gate Pass/Stickers

- **For New Applications** – All new applications shall be made via online. Submit all documentary requirements *via* email at erdtrade@gmail.com with subject **"New Application for Multi-Use EnGP"**. Approved permits and stickers shall be scheduled for pick-up at the TFD Office.
- **For Renewal** – All expired permits/stickers for March 2020 shall be automatically extended until 30 June 2020.

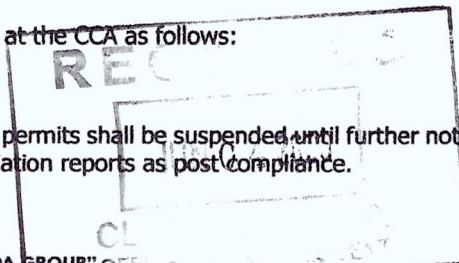
3) Permit to Bring-Out of Tax-exempt Vehicles (TEVs)

- All expiring PBOs for March 2020 shall be automatically extended and be valid until 30 June 2020.
- TFD shall inform those concerned on the resumption of inspection and renewal of PBOs for TEVs

4) Inspection and Tagging at the Customs Clearance Area (CCA) / Onsite Inspection (UPS/Fedex)

- TFD shall maintain the **regular working schedules** at the CCA as follows:
 - Mondays to Saturdays – 24 hours
 - Sundays – 6am to 10pm

Note: Onsite inspections as a pre-requisite for approval of permits shall be suspended until further notice. Concerned locators will be notified to submit liquidation reports as post compliance.



"A PROUD MEMBER OF THE BCDA GROUP" OFFICE

5) Online Submission of the Following:

- a. Import/Export Letter of Intent (LOI) - For LOIs, a scanned copy of the letter/s together with the attachments shall be submitted online.
- b. Application/Renewal of CPRS Profile for Import/Export – including attachments
- c. Liquidation Reports
- d. TIMTA Data Request
- e. Request Letters for Consideration, Cancellation and other concerns.

ALL SUBMISSIONS SHALL BE SENT TO erdtrade@gmail.com

6) Weighbridge Operations and Exit of Scrap

- CDC Weighbridge shall continue operating every MONDAYS and TUESDAYS, from 8:00am to 12:00nn only.
- All exit of scrap shall be allowed only every MONDAYS and TUESDAYS, from 8:00am to 12:00nn.
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7) TFD Permit Briefing

- All TFD permit briefing shall be conducted via remote communication (telecom/Videocon).
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For your information and guidance.

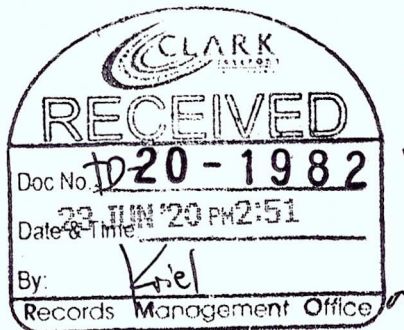
Thank you.


EVANGELINE G. TEJADA

Vice President

Business Development and Business Enhancement Group

cc: RMD, TFD, CLA



MEMORANDUM CIRCULAR

Control No. TFD 20-06-18

TO : **All Concerned CFZ Registered Enterprises and Stakeholders**

SUBJECT : **Trade Facilitation Division's Operational Guidelines under the Modified General Community Quarantine (MGCQ)**

DATE : 18 June 2020

Pursuant to the IATF Resolution No. 46-A, dated 15 June 2020, placing Region III particularly Angeles City and the Province of Pampanga under the Modified General Community Quarantine (MGCQ) status starting 16 June 2020 until 30 June 2020, CDC Trade Facilitation Division (TFD) shall be implementing the following:

- 1) **Approval of Online Permits (e-TAPs/e-EDs, e-PBI/e-PBO, e-EnGP/e-ExGP, e-TN)**
 - All CFZ registered enterprises and stakeholders shall continue to lodge their online applications through the various TFD online systems.
 - All online applications shall be evaluated and approved by CDC-TFD from Mondays to Fridays, 8:00am to 5:00pm.
 - Applications lodged beyond the said working days and working hours shall be approved on best effort.
 - Please ensure that your respective online accounts have sufficient load balance.
 - All are reminded to monitor the status of their online applications.
 - **We request locators to refrain from making telecon follow-ups on your lodged permits. All follow-ups shall be made *via* email.**
- 2) **Payment of Processing Fees (IRR on Volume Control)**
 - TFD shall resume the real time collection of permit processing fees (volume control).
 - Order of Payment shall be sent electronically.
 - Payment may be made at the CDC Treasury Division or thru bank.
 - For previous processing fees uncollected during the implementation of ECQ, MECQ and GCQ, billing statements shall likewise be sent electronically to the concerned Locator.
- 3) **Application of Transfer Notification through the Electronic-Transfer Notification (e-TN) System**
 - Concerned CFZ Locators are reminded to register with and lodge transfers within the Freeport thru CDC's e-TN System (URL: <https://210.213.67.41/eTN/>).
 - Transfer of articles within the Freeport *i.e.* from one locator to another, and warehouse to warehouse transfers must always be documented.
 - Please ensure to always bring a printed copy of the approved and valid single-use, multiple-use of sub-TN during transit.
- 4) **Issuance of Multi-Use Entry Gate Pass/Stickers**
 - All expired permits/stickers for March 2020 shall continue to be valid until 30 June 2020 only.
 - All applications whether new or for renewal shall be made online. Submit all documentary requirements *via* email at erdtrade@gmail.com with subject "New Application for Multi-Use EnGP" if for New Application, or "Application for Renewal of Multi-Use EnGP" if for renewal.
 - All approved permits and stickers shall be scheduled for pick-up at the TFD Office.

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E-mail Address: info@clark.com.ph Website: www.clark.com.ph

Certified copy from file:

7/7/20
JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

5) Permit to Bring-Out of Tax-exempt Vehicles (TEVs)

- All expiring PBOs for March 2020 shall continue to be valid until 30 June 2020.
- Processing of PBO for TEVs shall resume on 01 July 2020. Please ensure that all surety bonds are valid.

6) Inspection and Tagging at the Customs Clearance Area (CCA) / Onsite Inspection (UPS/Fedex)

- TFD shall maintain the **regular working schedules** at the CCA as follows:
 - Mondays to Saturdays – 24 hours
 - Sundays – 6am to 10pm

Note: Onsite inspections as a pre-requisite for approval of permits shall resume starting 16 June 2020. Concerned locators will be notified to submit liquidation reports as post compliance.

7) Online Submission of the Following:

- a. Import/Export Letter of Intent (LOI) - For LOIs, a scanned copy of the letter/s together with the attachments shall be submitted online.
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- c. Liquidation Reports
- d. TIMTA Data Request
- e. Request Letters for Consideration, Cancellation and other concerns.

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- CDC Weighbridge shall be operating every MONDAYS to FRIDAYS, from 9:00am to 4:00pm only.
- All exit of scrap shall be allowed every MONDAYS to FRIDAYS, from 9:00am to 4:00pm.
- Strictly no exit of scrap on Saturdays and Sundays, including holidays.

9) TFD Permit Briefing

- All TFD permit briefing shall be conducted *via* remote communication (telecom/Videocon).
- TFD shall endeavor to send soft copies of TFD Manual of Permits upon request.
- For TFD briefing requests and other concerns, please contact the following TFD Hotlines:

TFD Main Office:

(045) 599-3539
(045) 599-8230
(045) 499-1699

TFD Satellite Office (Weighbridge Station):

(045) 499-8067

Customs Clearance Area:

(045) 499-1698 or (045) 599-8231

For your information and guidance.

Thank you.


EVANGELINE G. TEJADA

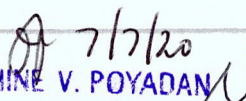
Vice President

Business Development and Business Enhancement Group

cc: RMD, TFD, CILA



Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

MEMORANDUM CIRCULAR

No. 08 20-07-19

TO : CDC-REGISTERED LOCATORS
CDC-BAYANIHAN STALL TENANTS
CDC-HOUSING TENANTS

SUBJECT : PAYMENT OF LEASE RENTALS AND TIMTA FILING

DATE : 02 JULY 2020

A. Payment of Lease Rentals for April to June 2020

1. For CDC Locators and Bayanihan Stall Tenants

As conveyed to the Clark Investors and Locators Association (CILA), please be informed that BCDA and CDC jointly sought the approval of the Inter-Agency Task Force for the Management of Infectious Diseases (IATF), through the Department of Trade and Industry (DTI), to strongly appeal for the issuance of a specific resolution granting legal basis to allow the full rental waiver during quarantine phases pursuant to Republic Act No. 11469 otherwise known as the "Bayanihan to Heal as One Act" as well as relevant IATF Resolutions.

Pending the official approval and response from the DTI, the CDC Board approved on 11 June 2020 the **deferment of the collection of rentals pertaining to the months of April to June 2020.**

2. For Tenants of CDC Housing Units

Rental payments for the months of April to June 2020 are deferred and may be paid in equal monthly installments for a maximum of 12 months **starting 15 July 2020**. No interest and/or penalty shall be imposed during the deferred period as long as installment payments are settled on or before the 15th of each month beginning July 2020.

Notwithstanding, rental of CDC housing units for April to June 2020 may be settled immediately without availing of the installment payments.

B. Payment of Rental Arrearages

For rental arrears as of 16 March 2020 that remained unpaid after the grace period of ninety (90) days, please be informed that interest and/or penalty shall be imposed starting 15 June 2020.


C. TIMTA Filing

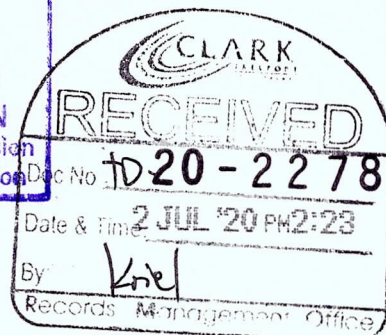
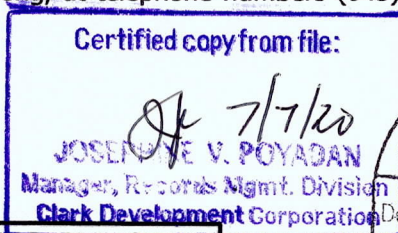
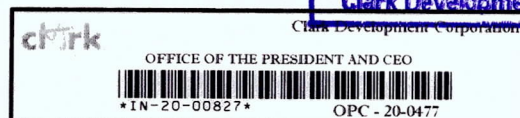
For CRTE holders, the deadline for the submission of TIMTA documents is further extended until July 15, 2020 to provide reasonable time for locators which are just resuming operations under the MGCQ status. For concerns and questions about TIMTA, please communicate through cdcipd2@gmail.com

This Memorandum Circular (MC) shall be effective immediately. All other provisions of issued MC No. TD-20-05-13 dated 12 May 2020 shall still apply unless revoked by another Circular.

If you have further queries or clarifications, please contact our CDC Treasury Division Collection Officers, Ms. Jeannette M. Pineda and/or Ms. Jesusa A. Capulong, at telephone numbers (045) 599-9000 local 568 & 569 and (045) 499-2326.

For your information and guidance. Thank you.


NOEL F. MANANKIL
President and CEO



"A PROUD MEMBER OF THE BCDA GROUP"

List of Memorandum Circulars Submitted to ONAR
January 2019 to December 2019

	Subject	Memorandum Circular No.	Date
1.	Simultaneous posting of job vacancies in both the CDC jobs portal and BCDA's build build build jobs portal	EAD-19-01-01	January 08, 2019
2.	Advisory on the trade facilitation division work schedule on February 5 & 25, 2019	TFD-19-02-02	January 31, 2019
3.	Grant of monatorium on TFD processing fees for bring-in and bring-out permits for 2019	TFD-19-02-03	February 12, 2019
4.	Inventory items / equipment of government agencies	CSRPD-19-02-04	February 19, 2019
5.	Bureau of Immigration supplemental guidelines for special work permit and promotional work permit	IPD2-19-02-05	February 14, 2019
6.	Visa implementation system for Aliens (V.I.S.A) System	IPD2-19-03-06	March 22, 2019
7.	Advisory on Trade Facilitation Division work schedule	TFD-19-04-07	April 02, 2019
8.	Advisory on TFD divisions work schedule	TFD-19-04-08	April 25, 2019
9.	21st Recyclables collection event	EPD-19-05-09	April 30, 2019
10.	Advisory on TFD work schedule on June and 12 2019	TFD-19-05-10	May 30, 2019
11.	Various circulars from Bureau of Immigration	IPD2-19-07-11	July 16, 2019
12.	Advisory on TFD work schedule	TFD-19-08-12	August 08, 2019
13.	Issuance of Pre-operational Permit and Standardization of Date of Expiry of CDC Regulatory Permits	IPD1-19-08-13	August 13, 2019
14.	Value added service providers operating in the CFZ	TFD-19-08-14	August 28, 2019
15.	CDC electronic records management system (eRMS)	RMD-19-09-15	September 18, 2019
16.	Misting / Fogging Activities	PMD-19-10-16	October 03, 2019
17.	Advisory on TFD work schedule	TFD-19-10-17	October 29, 2019
18.	Reiteration of Memo circular, rules and regulations on foreign employment in the CFZ	IPD2-19-11-18	October 31, 2019
19.	24TH Recyclables collection event and collection/disposal selected hazardous waste	EPD-19-11-19	November 18, 2019
20.	24TH recyclables collection event and collection disposal of selected hazardous waste for the month of December 2019	EPD-19-11-20	November 21, 2019
21.	TFD work schedule	TFD-19-12-22	December 02, 2019
22.	Year 2020 Schedule of Regular and Non-Working Days	CSRPD-19-12-23	December 02, 2019
23.	Yearly monitoring of use TEA's	CSRPD-19-12-24	December 05, 2019
24.	Advisory on the conduct of annual year-end inventory of duty-free and tax-exempt vehicles inside CFZ, year 2019	CSRPD-19-12-25	December 05, 2019
25.	Deed of assignments of leasehold rights and stakeholders	IPD1-19-12-26	December 02, 2019

MEMORANDUM CIRCULAR

No. EAD (19-01-01)

TO : ALL CLARK FREEPORT ZONE VALUED LOCATORS

SUBJECT : SIMULTANEOUS POSTING OF JOB VACANCIES IN BOTH THE CDC JOBS PORTAL AND BCDA'S BUILD, BUILD, BUILD JOBS PORTAL

DATE : 8 January 2019


This is to formally inform all CFZ locators that job vacancies posted in CDC's Jobs Portal is being simultaneously displayed in BCDA's Build, Build, Build (BBB) - Jobs, Jobs, Jobs Portal for the following reasons:

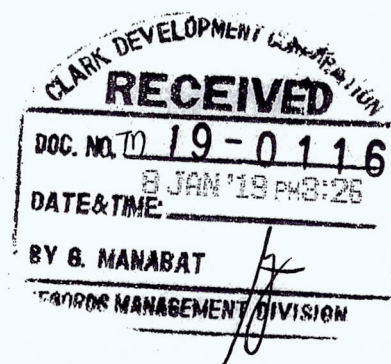
- *Fill-up the expected rise in demand for workers due to the increase in the number of infrastructure projects brought about by the BBB program of the various infrastructure agencies;*
- *Maximize the job matching capability of both portals by integrating the two system; and*
- *Provide a wider reach for the promotion of job opportunities.*

Rest assured that contact references of company representatives in charge of the posting of job vacancies will not be part of the information that will be automatically transferred.

Finally, we are pleased to inform the public that the Clark Jobs Matching Portal is already registered with the Data Privacy Commission (DPC) as required in the Data Privacy Act of 2012.

Please be guided accordingly.

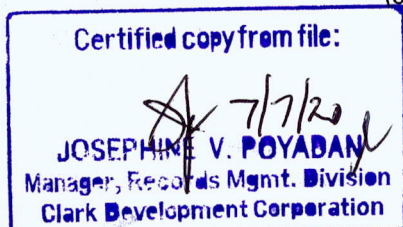

MARIZA O. MANDOCDOC, Ph.D
Vice President for Admin and Finance



cc: RMD

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(6345) 599-9000; info@clark.com.ph



MEMORANDUM CIRCULAR

No. TFD 19-02-02

TO : ALL CONCERNED

SUBJECT : **Advisory on Trade Facilitation Division's (TFD) Work Schedule on February 5 & 25, 2019**

DATE : January 31, 2019

Relative to the forthcoming holidays, we wish to inform you that the office/work schedule of TFD in the processing of permits and conduct of inspection at the Customs Clearance Area (CCA) will be as follows:

DATE	WORKING HOURS		
	TFD OFFICE	WEIGH BRIDGE	CUSTOMS CLEARANCE AREA (CCA)
February 05, 2019 (Tuesday - Chinese New Year - Special Non-Working Holiday)	Skeletal Force (8:00am - 5:00pm)	Skeletal Force (8:00am - 5:00pm)	Regular 24-hour operations
February 25, 2019 (Monday - Edsa People Power Anniversary - Special Non-Working Holiday)	Skeletal Force (8:00am - 5:00pm)	Skeletal Force (8:00am - 5:00pm)	Regular 24-hour operations

Thus, all scrap and wastages are strictly not allowed to exit at the Clark Freeport Zone (CFZ) gates during holidays, Saturdays and Sundays.

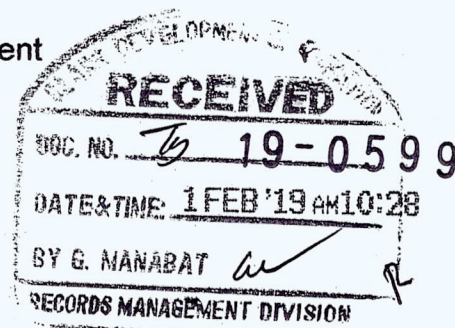
Meanwhile, regular processing of online applications for eTAPS, eDS, ePBI/PBO and Entry/Exit pass shall be uninterrupted.

Please guided accordingly.

Thank you.


ATTY. NOELLE MINA D. MENESES
Assistant Vice President, Business Enhancement Department
Manager, Trade Facilitation Division

Cc: VP-BDBEG RMD HRD BOC Clark OSEDC Clark CILA



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CLARK DEVELOPMENT CORPORATION



MEMORANDUM CIRCULAR NO. TFD/19-02-03

FOR : ALL CFZ REGISTERED ENTERPRISES

SUBJECT : GRANT OF MORATORIUM ON TFD PROCESSING FEES
FOR BRING-IN AND BRING-OUT PERMITS FOR 2019

DATE : 12 FEBRUARY 2019

We are pleased to inform you that the CDC Board has approved during its 08 February 2019 Regular Board meeting the following:

1. Grant of moratorium on payment of TFD processing fees for bring-in and bring-out permits effective 01 January 2019 to 31 December 2019 as follows:

TFD Permit	Processing Fee (Php)
Permit to Bring-In	
• For Trading	200.00
• For Non-Trading	50.00
Permit to Bring-Out	
• Articles with NCV	50.00
• For Local Sale	
Up to \$10,000.00	500.00
Over \$10,000.00	1,000.00
• For Constructive Export	
Up to \$10,000.00	200.00
Over \$10,000.00	300.00
• Return to Source	50.00
• Scrap Waste	200.00
• Temporary Transfer to CBW/NCBW	50.00
• Monthly PBO of TEV	50.00

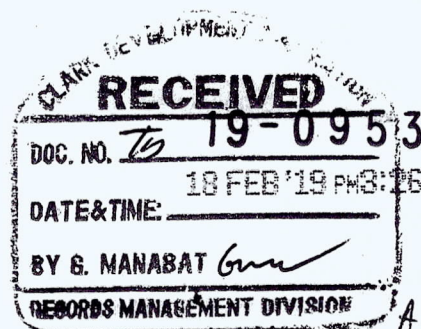
Note: Processing Fee of Php45.00 shall be assessed as service charge by our Value Added Service Providers (E-konek or Intercommerce).

For your information.


NOEL F. MANANKIL
President and CEO
Clark Development Corporation

Cc: VP-Finance, BOD, VP-BDBEG, RMO, CILA, TFD

OP Control No.:
19-0156



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EXTERNAL AFFAIRS DEPARTMENT
Corporate Social Responsibility and Placement Division

MEMORANDUM CIRCULAR

CSRPD 19-02-04

To : All Government Agencies at One Stop Processing Center and Skills Training Partners

Re : Inventory Items/Equipment of Government Agencies

Date : 19 February 2019

To effectively implement the provision in the Memorandum of Agreement regarding security of the common areas in the One Stop Processing Center (OSPC), we would like to require all government agencies holding office at OSPC to submit their inventory of items/equipment inside their respective offices to be validated by the inventory team from CDC Public Safety Division (PSD) security agency representative, Corporate Social Responsibility and Placement Division (CSRPD) and concerned agency. Schedule of validation will be confirmed depending on the submission of the inventory. Please submit your inventory to **Ms. Lourdes L. Marasigan** at the Admin Office of Clark Skills Training Center on or before **February 28, 2019**. Please see attached template.

This is also to inform all concerned that in case of loss of items/equipment owned by the agencies, CDC-PSD shall be responsible only where there is an incident of break-in or force entry in their respective premises.

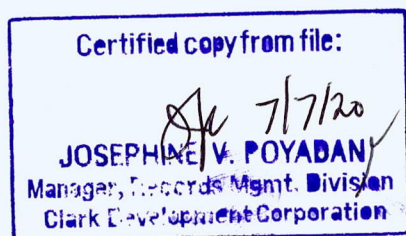
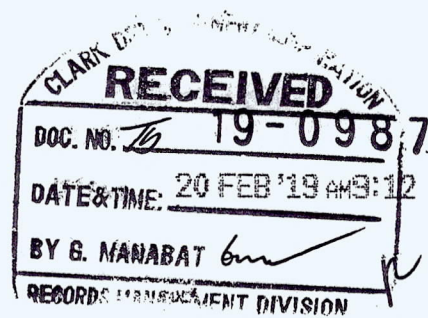
We shall be requesting for the installation of **CCTV** (closed-circuit television) at the Clark OSPC for surveillance of the area and for added security purposes.

For your compliance and guidance.

Thank you.

ROMMEL C. NARCISO
Assistant Vice President for External Affairs

cc: RMD
VP/AFG-MOM
VP/SSG-RLO



INVENTORY OF ITEMS/EQUIPMENT

NAME OF AGENCY: _____

ROOM NO. _____

ITEMS/EQUIPMENT	SERIAL NO.	QUANTITY	UNIT

Certified true and correct:

Agency Representative

Date

Validated by:

CDC PSD/Security Representative

EAD-CSRPD Representative

MEMORANDUM CIRCULAR

No. IPD2 19-02-05

FOR : All Concerned CFZ Locators

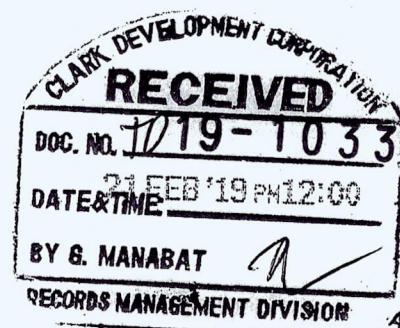
SUBJECT : **BUREAU OF IMMIGRATION (BI)
SUPPLEMENTAL GUIDELINES FOR SPECIAL WORK PERMIT
AND PROVISIONAL WORK PERMIT**

DATE : 14 February 2019

This is to transmit the attached BI Operations Order No. JHM-2019-002 dated 19 January 2019, Supplemental Guidelines for Special Work Permit (SWP) and Provisional Work Permit (PWP).

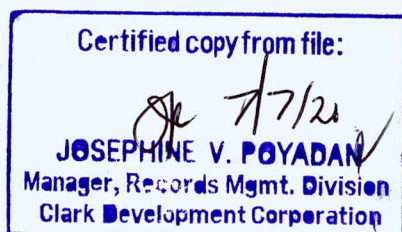
In this regard, we would like to highlight sections of said BI Operations Order that will affects current documentary requirements in evaluating requests for the issuance of CDC Letter Endorsements for SWP and PPW to the BI for your reference, as follows:

- *Section 1.2.a.*
 - At least 20 days validity of Temporary Visitors Visa (TVV) at the time of application;
- *Section 2. Additional Requirement for SWP application.*
 - The petitioner, through its authorized representative shall issue a certification under oath stating:
 - a) the request is applicant's first or extension of SWP application;
 - b) the applicant will work only for the position applied for and for the said company.
- *Section 3. Prohibited Issuance of SWP/PWP.*
 - In no case shall an application for an SWP and PWP involving:
 - A. Manual (non-technical) labor be granted, such as, but not limited to:
 1. Construction worker;
 2. Cashier
 3. Waiter
 4. Janitor
 5. Household help
 6. Carpenters
 7. Garbage collector
 8. Security guard
 9. Warehouse caretaker
 10. Other analogous labor



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B. Positions/professions classified as regulated profession by the Professional Regulation Commission (PRC) be granted, unless accompanied by a Special temporary Permit issued by the PRC authorizing the foreign national to practice said regulated profession.

For your reference and guidance.

Ag
NOEL F. MANANKIL
President and CEO *~*

CP Control No.:
19-0162

cc: RMD CIAC

1n-19-00329

Certified copy from file:
7/7/20
JOSEPHINE V. POYADAN
Manager, Technical Manpower Division
State Development Corporation



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA

OPERATIONS ORDER NO. JHM-2019- 002

**SUPPLEMENTAL GUIDELINES FOR SPECIAL WORK PERMIT
AND PROVISIONAL WORK PERMIT**

WHEREAS, CA No. 613, Sec 42(a)(32) authorizes the Commissioner of Immigration to issue Special Work Permits (SWP) and Provisional Work Permits (PWP) to foreigners who seek to work in the country for a short period of time while holding a Temporary Visitor Visa (TVV) under CA 613, Sec 9(a) or E.O. No. 408;

WHEREAS, under existing rules, foreigners who are issued Special Work Permits (SWP) are authorized to work for their petitioning company for a maximum period of six (6) months with an initial duration of three (3) months and renewable for final extension of another three (3) months, regardless of position (same position or promotion), and petitioner-companies;

WHEREAS, under existing rules, foreigners who are issued Provisional Work Permits (PWP) are authorized to work under their petitioning company for a maximum period of six (6) months, pending the approval of their appropriate visas.

WHEREAS, due to the sudden and substantial increase of SWP and PWP applicants, the BI must improve its monitoring capacity in the proper issuance of SWP and PWP via additional safeguards.

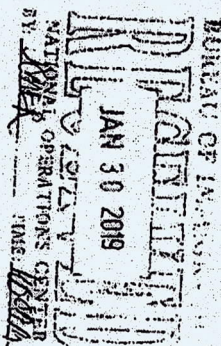
NOW THEREFORE, pursuant to the rule-making power of the Commissioner of Immigration under CA 613, Sec. 3, and Executive Order No. 292¹, Title III, Book IV, Chapter 6, Secs. 29 and 36, the following are hereby promulgated:

Section 1. Authority to Receive and Process. — BI Officers authorized to receive and process SWP and PWP applications under Immigration Administrative Circular No. JHM-2018-003² shall observe the following procedure:

1. Receive applications for SWP and PWP with a completely filled out application form (BI Form CGAF-002-REV 3) together with the complete documentary requirements (BI Form P-004-Rev 1 and BI FORM-P004-REV 3). All received applications shall be duly encoded in the Visa Application Information System (VAIS).

2. Assess and determine based on the following submitted requisites, to wit:

- At least 20 days validity of TVV at the time of application;
- Existence and capability of petitioning company;
- Address of the company and applicant (residence);
- Nature of Business of the petitioning company as reflected in its SEC Certificate; and
- Whether the company has a valid appropriate government issued license to operate



¹ The Revised Administrative Code of 1987

² Rationalizing the Territorial Jurisdiction, Area of Responsibility, and Scope of Authority of Alien Control Officers and Heads of Immigration Offices

3. Upon assessment and verification, the Alien Control Officer (ACO), Acting Alien Control Officer (AACO), or duly authorized personnel shall resolve whether to approve or disapprove the SWP or PWP application.

Section 2. Additional Requirement for SWP application. — The petitioner, through its authorized representative shall issue a certification under oath stating: (a) the request is applicant's first or extension of SWP application; (b) the applicant will work only for the position applied for and for the said company.

Section 3. Prohibited Issuance of SWP/PWP. — In no case shall an application for an SWP or PWP involving: (A) manual (non-technical) labor be granted, such as, but not limited to, [1] construction worker, [2] cashier, [3] waiter, [4] janitor, [5] household help, [6] carpenters, [7] garbage collector, [8] security guard, [9] warehouse caretaker; and [10] other analogous labor; and (B) positions/professions classified as regulated profession by the Professional Regulation Commission be granted, unless accompanied by a *Special Temporary Permit* issued by the PRC authorizing the foreign national to practice said regulated profession.

Section 4. Approving Authority for SWP/PWP applications. — The Alien Control Officer (ACO), Acting Alien Control Officer (AACO), or duly authorized personnel shall approve/disapprove SWP/PWP applications filed within their area of jurisdiction.

Section 5. Duty of Approving Officer. — The approving officer shall ensure that all SWP/PWP applications he approved are duly reflected in the VAIS.

Section 6. Monitoring of SWP/PWP. — To properly monitor the actual number of foreigners who have been issued SWP/PWP, the BI office that granted the SWP or PWP application shall provide one serial number per foreigner in the following manner - SWP-ABC³/101⁴-19-123456. In case of application for renewal, the Order shall be numbered with "B", i.e. SWP-DEF⁵/101⁶-19-123456-B.

SWP/PWP holders shall present the Order granting his/her SWP/PWP to the Tourist Visa Section (TVS) or subport offices on their next extension of Temporary Visitor's Visa (TVV).

Further, the Immigration Regulations Division shall ensure that the Tourist Visa Section and all subport offices (district, satellite, field, one-stop shops, and extension offices) shall encode the extension of TVV of SWP holders under the category "TVV-SWP". In the event that an applicant has a previously issued valid ACR I-Card, the same shall be updated in the system of "TVV-SWP". In no case shall TVS or subport offices extend the TVV or issue an ACR I-Card when the SWP/PWP is not reflected in the system.

Lastly, the MISD shall ensure that all SWP/PWP orders encoded in the system by the approving officer shall automatically be reflected in the next extension of the SWP/PWP holder vis-à-vis automatic reflection on the tourist visa sticker.

Section 6. Submission of Reports. — The BI offices that issued SWP/PWP shall submit a monthly report to the Office of the Commissioner, through the Chief, Immigration Regulation Division, not later than the 2nd Friday of each month. The

³ Initial of the approving officer

⁴ Three (3) digit location code to be provided by the MISD

⁵ Initial of the approving officer

⁶ Three (3) digit location code to be provided by the MISD

report shall contain: (1) the numbers of applications it received; (2) the number of approved applications; (3) the names, with nationalities, dates of birth, and positions of the approved applicants with petitioner-companies; (4) the number of denied applications; (5) the names, with nationalities, dates of birth, and positions of the denied applicants with petitioner-companies.

Section 7. Supercession Clause. — This Operations Order repeals, amends or modifies all prior, inconsistent circulars, memoranda, orders, and other issuances, without prejudice to the outcome of the inter-agency meetings among the BI, PRC, DOJ, DOLE, DFA, and DENR, being held on the matter.

Section 8. Publication and Effectivity. — BINOC and MISD shall publish this Operations Order at the BI Website.

Send copies of the Circular to the Office of the National Administrative Registrar (ONAR), UP Law Center, Diliman, Quezon City.

Effective immediately.

For strict compliance.

29 JAN 2019


JAIME M. MORENTE
Commissioner

CERTIFICATION

This is to certify that _____ has:
(Name of Petitioning Company i.e. Corporation/Partnership/Sole Proprietorship)

1. Filed for Special Work Permit (SWP) in favor of:

a. Name: _____
Date of Birth: _____
Nationality: _____

*b. Name: _____
Date of Birth: _____
Nationality: _____

*In case of multiple SWP applications for the same petitioning company, position and first or extension of SWP.

2. The said SWP application/s is/are the applicant/s first or extension (second) SWP application (whichever is applicable); and

3. The above-named applicants shall exclusively work for (a) the petitioning company, and (b) position stated in the SWP application.

This further certifies that all documents are genuine and secured legally from the appropriate government agencies.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____
of _____ at the City of _____.

(Signature over Printed name)

(Position in the Company)

SUBSCRIBED AND SWORN to before me this _____ day of _____
at _____, affiant personally appeared and exhibit to me his _____
(proof of identity) with No. _____, Issued by _____.

(Notary Public)

Doc. No. : _____;
Page No.: _____;
Book No.: _____;
Series of _____.

CERTIFICATION

This is to certify that _____ has:
(Name of Petitioning Company i.e. Corporation/Partnership/Sole Proprietorship)

1. Filed for Special Work Permit (SWP) in favor of:

a. Name: _____
Date of Birth: _____
Nationality: _____

*b. Name: _____
Date of Birth: _____
Nationality: _____

*In case of multiple SWP applications for the same petitioning company, position and first or extension of SWP.

2. The said SWP application/s is/are the applicant/s first or extension (second) SWP application (whichever is applicable); and

3. The above-named applicants shall exclusively work for (a) the petitioning company, and (b) position stated in the SWP application.

This further certifies that all documents are genuine and secured legally from the appropriate government agencies.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____
of _____ at the City of _____.

(Signature over Printed name)

(Position in the Company)

SUBSCRIBED AND SWORN to before me this _____ day of _____
at _____, affiant personally appeared and exhibit to me his _____
(proof of identity) with No. _____, issued by _____.

(Notary Public)

Doc. No. : _____;
Page No.: _____;
Book No.: _____;
Series of _____.

ABC Corporation
Petitioner

Special Work Permit
(Commercial)

LI BRUCE
DOB: 01 January 2000
CHN

SWP-JPR/101-19-0000001

*2019611421a

Applicant

X _____ X

ORDER

On 10 January 2019, Petitioner filed a **Special Work Permit (Commercial)** application in favor of the above-named applicant.

After evaluating the application, we **GRANT** and **ISSUE** a **Special Work Permit (Commercial)** in favor of the above-named applicant with a validity of **three (3) months** from approval hereof or upon expiry of the Contract of Employment, whichever is earlier.

It is understood, however, that this permit allows the applicant to work exclusively for the job or position as **MANDARIN CUSTOMER SUPPORT SPECIALIST** of the petitioner as mentioned in the Contract of Employment. Should the applicant engage in work or job other than that mentioned herein, this Special Work Permit (Commercial) shall automatically be considered as null and void. This is without prejudice to the possible prosecution of the petitioner and its representative, and applicant for violation of the Philippine Immigration Act of 1940, as amended, and other pertinent existing laws, rules and regulations.

Further, applicant shall update his/her temporary visitor's visa under Sec. 9(a), CA 613 or E.O. 408 during his stay in the country as SWP beneficiary and present this Order when updating his stay.

SO ORDERED.

Prepared by:

Recommending approval:

JUAN D. CRUZ
Immigration Officer I
Date signed: 14 January 2019

JENNIFER C. SANTOS
Evaluating officer
Date signed: 15 January 2019

APPROVED / DISAPPROVED
Date signed: 16 January 2019

JOSE P. REYES
Alien Control Officer

***NOTE: (not to be included in the order proper)**

The **BARCODE** above refers to the application number found in the official receipt and BICC.

MEMORANDUM CIRCULAR

No. 102 19-03-06

FOR : PAGCOR – Accredited POGO BPO Locators
SUBJECT : **VISA IMPLEMENTATION SYSTEM FOR ALIENS
(V.I.S.A) SYSTEM**
DATE : 22 March 2019

As part of our intention to improve the ease of doing business, we will launch the phase 1 of the Visa Implementation System for Aliens (V.I.S.A) System to address bulk applications of POGO and/or POGO BPO locators.


Highlights of the processing enhancements are as follows:

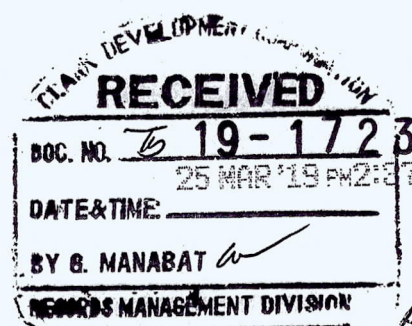
1. All applications may now be lodged online by the locator's authorized representative/s using the URL www.clark.com.ph/ebar_locators; and,
2. For every batch of thirty (30) or more applicants, CDC will do an identity verification and briefing within the locators premises;

In order to smoothly implement the above processing enhancements, we will conduct a briefing on 28 March 2019 2:00 p.m.

Please confirm your attendance through Business Development Department II at telephone numbers (045) 499-0183 or 599-9000 local 648, through Officers Ms. Alicia G. Salas or Ms. Lorna P. Escoto.

We look forward to your usual cooperation.

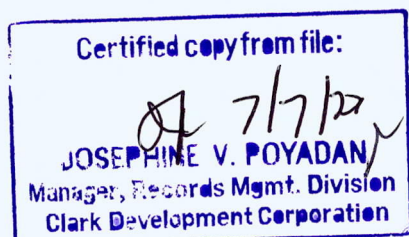

NOEL F. MANANKIL
President and CEO

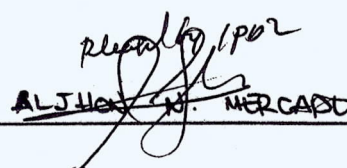


cc: RMD

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(6345) 599-9000; info@clark.com.ph




ALJUN M. MERCADO

MEMORANDUM CIRCULAR

No. TFD 19-04-07

TO : **ALL CONCERNED**

SUBJECT : **ADVISORY ON TRADE FACILITATION DIVISION'S WORK SCHEDULE**

DATE : **April 2, 2019**

In relation with the forthcoming holidays, we wish to inform you that the office/work schedule of TFD in the processing of permits and conduct of inspection shall be as follows:

DATE	WORKING HOURS		
	TFD Office	Weigh Bridge	Customs Clearance Area(CCA)
April 9, 2019 (Tuesday – Araw ng Kagitingan – Regular Holiday)	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
April 18, 2019 (Maundy Thursday – Regular Holiday)	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
April 19, 2019 (Good Friday – Regular Holiday)	Closed	Closed	Closed
April 20, 2019 (Black Saturday – Special Non-Working Day)	Closed	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
April 21, 2019 (Easter Sunday – Special Non-Working Day)	Closed	Closed	6:00 am to 10:00 pm only

All scrap and wastages are strictly not allowed to exit at the Clark Freeport Zone (CFZ) gates during the suspension of work, holidays, Saturdays and Sundays.

Meanwhile, regular processing of online applications for eTAPS, eDS, ePBI/PBO and Entry/Exit pass shall be uninterrupted.

Please be guided accordingly.

Thank you.


ATTY. NOELLE MINA D. MENESES
Assistant Vice President, Business Enhancement Department
Manager, Trade Facilitation Division

Cc: VP-BDBEG RMO HRD BOC Clark OSEDC Clark CILA



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MEMORANDUM CIRCULAR

No. TFD 19-04-08

TO : ALL CONCERNED

SUBJECT : ADVISORY ON TRADE FACILITATION DIVISION'S WORK SCHEDULE

DATE : April 25, 2019

In relation with the forthcoming holidays, we wish to inform you that the office/work schedule of TFD in the processing of permits and conduct of inspection shall be as follows:

DATE	WORKING HOURS		
	TFD Office	Weigh Bridge	Customs Clearance Area(CCA)
May 01, 2019 (Wednesday – Labor Day – Regular Holiday)	Skeletal Workforce 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
May 07, 2019 (Tuesday – Jose Abad Santos Day- Special Non-Working Day)	Skeletal Workforce 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)

All scrap and wastages are strictly not allowed to exit at the Clark Freeport Zone (CFZ) gates during the suspension of work, holidays, Saturdays and Sundays.

Meanwhile, regular processing of online applications for eTAPS, eDS, ePBI/PBO and Entry/Exit pass shall be uninterrupted.

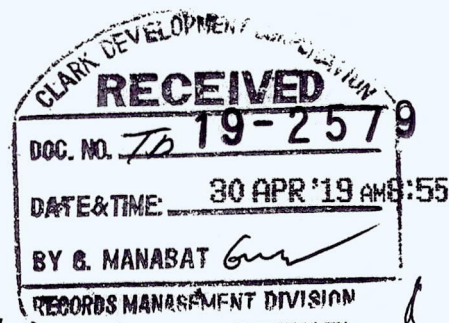
Please be guided accordingly.

Thank you.

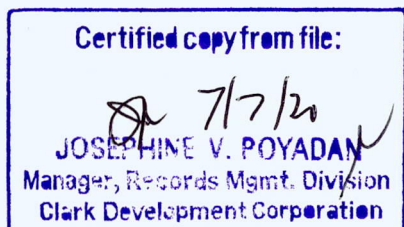

ATTY. NOELLE MINA D. MENESES

Assistant Vice President, Business Enhancement Department
 Manager, Trade Facilitation Division

Cc: VP-BDBEG RMO HRD BOC Clark OSEDC Clark CILA



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CLARK DEVELOPMENT CORPORATION



MEMORANDUM CIRCULAR

No. EPD 19-05-09

TO : ALL STAKEHOLDERS IN CLARK

SUBJECT : **21st RECYCLABLES COLLECTION EVENT (RCE)**

DATE : 30 April 2019

The Clark Development Corporation (CDC) through its Environmental Permits Division, in partnership with DENR Environmental Management Bureau RIII and the Environmental Practitioners Association, Inc. (EPA) will be holding **"21st Recyclables Collection Event and Collection/Disposal of Selected Hazardous Wastes"** for all the stakeholders in the Clark Freeport Zone. This activity is also in cooperation with the ABS CBN Lingkod Kapamilya Foundation, Inc. through its Bantay Baterya and Bantay Langis Projects.

The one day event will be on **Tuesday, 11 June 2019 from 9:00AM to 3:30PM**, in celebration of the Philippine Environment Month, and the venue will be at CDC Parking Lot behind Building 2127 E. Aguinaldo Street, Clark Freeport Zone.

This project aims to promote the collection and buying of recyclable materials, to encourage recycling and materials recovery as options to address the country's waste problem. It also aims to promote awareness among our various small and medium business establishments on proper hazardous waste management, treatment and disposal for common hazardous wastes like busted lamps, used oil, and used lead-acid batteries (ULAB). Used oil and ULAB can be treated to recover oil and the precious metal lead which are then re-used by local industry.

In this regard, we would like to invite your company to participate and bring your recyclables and "selected" hazardous wastes which have commercial value for the best buy back prices from DENR-accredited environmental service providers.

Electronic wastes (e-wastes) and consumer electronics requires proper disposal through DENR-registered hazardous waste transporter/treater for a **service fee for proper treatment and disposal** (please see Item 4 for reference). Busted bulbs/lamps will be collected at discounted rate. Please ensure proper packing and standard labeling and avoid breakage and release of toxic vapors during transport.

The types of waste materials, service providers, and brief guidelines are as follows:

	Type of Wastes	Service Providers	Remarks
1	Busted Lamps/Bulbs (M507)	Dolomatrix Philippines Inc.	Pay service fee of PhP10/pc
2	*Used Lead Acid Batteries (ULAB)	Oriental & Motolite Marketing Corp.	< Buying
		ABS CBN's Bantay Baterya Program	< Donation*

1

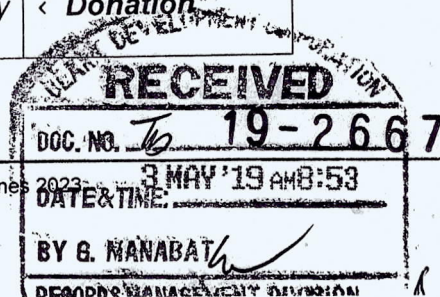
"A proud member of the BCDA group"

2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines
(6345) 599-9000; info@clark.com.ph

Certified copy from file:

JP 7/7/20
JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

forwarded by EPD
Ronald Manib



3	<ul style="list-style-type: none"> < Used Industrial Oil* (I101) < Used Cooking Oil (I102) < Oil Contaminated Materials (I104) 	<ul style="list-style-type: none"> < ABS-CBN's Bantay Langis Program < Genetron International Mktg < Genetron International Mktg 	<ul style="list-style-type: none"> < Buying or Donation* < Buying (good quality) or Pay service fee < Pay service (treatment) fee
4	<ul style="list-style-type: none"> < Metal, Aluminum, Stainless (300 series), Assorted Wires, Plastic Gallons, PET Bottle (clean), White Papers, Cartons & Check Boards, & other e-Wastes such as CPU & Parts, Printed Circuit Boards (PCB), Electric Motor, Power Supply, Air Conditioning Unit, Generator, UPS, AVR, Printer, Copier, Fax Machine, Scanner, Mouse, Keyboards, Typewriter, Microwave Oven, Electric Fan, Oven Toaster, Washing Machine, Water Dispenser, Telephone Unit, Cellphone Unit, Charger, etc. (M506 and M507) < CRT (Cathode Ray Tube) type TVs and computer monitors; selected electronic wastes like freezers, refrigerators, etc. (M506 and M507) 	Semirecycling, Co. Inc.	<ul style="list-style-type: none"> < Buying < Pay service (treatment) fee

As stated above, the participants may have the option to donate their generated *ULAB and **Used Oil to Bantay Baterya and Bantay Langis, respectively, of ABS-CBN Bantay Kalikasan Foundation in support to their environmental advocacies.

For further information and assistance, please call EPD at **045 499 1137 to 38** or visit us at 2/F Building 2127 CP Garcia Street, Clark Freeport Zone.

Please take this rare opportunity especially the SMEs and residents in Clark. Unload your company or homes with unwanted materials, and make it a better place to work and live. *Be CLEAN and Be SAFE!*

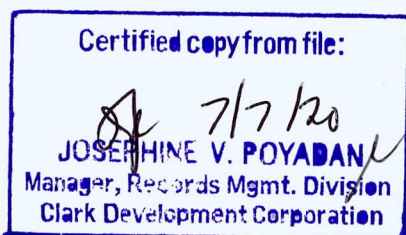
Thank you very much.


EVANGELINE G. TEJADA

Vice President

Business Development & Business Enhancement Group

cc : 1. Clark International Airport Corporation (CIAC)



2. Clark Investors & Locators Association (CILA)
3. DENR EMB Region III
4. Bureau of Customs – Port of Clark
5. Environmental Practitioners Association, Inc (EPA)
6. Philippine Air Force (PAF) Clark
7. CDC (TFD, IT, Communications Division, RMD)

Certified copy from file:

JP 7/7/20
JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

MEMORANDUM CIRCULAR

No. TFD 19-05-10

TO : **ALL CONCERNED**

SUBJECT : **ADVISORY ON TRADE FACILITATION DIVISION'S
WORK SCHEDULE**

DATE : **May 30, 2019**

In relation with the forthcoming holidays on June 05, 2019 (Eid'l Fitr – Feast of Ramadhan) and June 12, 2019 (Independence Day), we wish to inform you that the office/work schedule of TFD in the processing of permits and conduct of inspection shall be as follows:

DATE	WORKING HOURS		
	TFD Office	Weigh Bridge	CUSTOMS CLEARANCE AREA(CCA)
June 05, 2019 (Wednesday) Eid'l Fitr (Feast of Ramadhan) Regular Holiday	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
June 12, 2019 (Wednesday) Independence Day Regular Holiday	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)

All scrap and wastages are strictly not allowed to exit at Clark Freeport Zone (CFZ) gates during the suspension of work, holidays, Saturdays and Sundays.

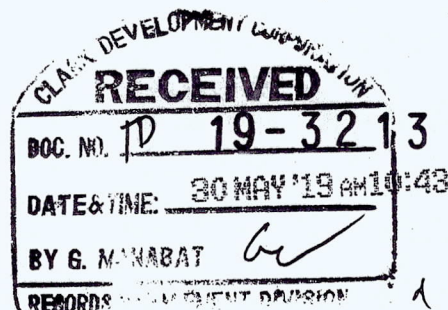
Meanwhile, regular processing of online applications for eTAPS, eDS, ePBI/PBO and Entry/Exit pass shall be uninterrupted.

Please be guided accordingly.

Thank you.

ATTY. NOELLE MINA D. MENESES

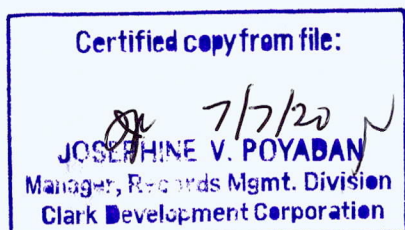
Assistant Vice President, Business Enhancement Department
Manager, Trade Facilitation Division



Cc: VP-BDBEG RMO HRD BOC Clark OSEDC Clark CILA

"A proud member of the BCDA group"

2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph





CLARK DEVELOPMENT CORPORATION



MEMORANDUM CIRCULAR

No. 1pd² / 19-07-11

FOR : All Concerned CFZ Locators
SUBJECT : Various Circulars from the Bureau of Immigration (BI)
DATE : 16 July 2019

Please be informed of the following Bureau of Immigration's (BI) Circular and Orders signed by BI Commissioner Jaime M. Morente:

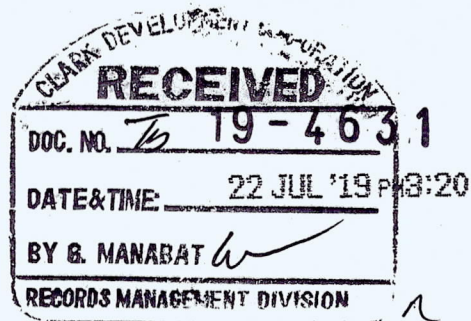
1.	Immigration Administrative Circular dated 18 June 2018	Rationalizing the Territorial Jurisdiction, Area of Responsibility, and Scope of authority of Alien Control Officers and Heads of Immigration Offices.
2.	Operations Order No. JHM-2019-008 dated 27 June 2019	Implementing Rules on Special Work Permit and Provisional Work Permit
3.	Operations Order No. JHM-2019-009 dated 27 June 2019	Taxpayer Identification Number in Visa and Permit Applications

In this regard, we herewith attached the said BI Circular and Orders for your reference and immediate implementation.

Thank you.

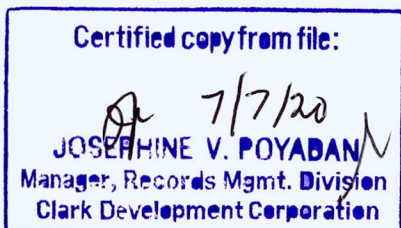

NOEL F. MANANKIL
President and CEO

cc: VP-BDBEG, AVP-BDBEG, RMO



"A proud member of the BCDA group"

2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA

IMMIGRATION ADMINISTRATIVE CIRCULAR NO. JHM-2018- 003

**RATIONALIZING THE TERRITORIAL JURISDICTION, AREA OF
RESPONSIBILITY, AND SCOPE OF AUTHORITY OF
ALIEN CONTROL OFFICERS AND HEADS OF IMMIGRATION OFFICES**

By authority of Section 3 of Commonwealth Act No. 613 (Philippine Immigration Act of 1940), as amended, and in order to rationalize the territorial jurisdiction and scope of authority of the Student Visa Section; existing District, Field, Extension, and Satellite offices; and One stop Shops, assigned respective areas of responsibility are hereunder identified and updated, the jurisdiction of which includes all cities, municipalities, islands, and seaports within the province or provinces concerned.

District Offices shall refer to immigration offices situated in Regional Centers of the different Administrative Regions in the Philippines.

Field Offices refer to immigration offices located in key cities or municipalities in different provinces within a Region.

Extension Offices shall refer to immigration offices established to cater primarily to companies or entities registered with the Philippine Economic Zone Authority (PEZA) and Board of Investments (BOI), as well as other companies or entities within Metro Manila.

Satellite offices are those established and maintained in strategic areas to broaden the base of public service.

One Stop Shop refers to those immigration offices situated in special and/or Freeport economic zones outside Metro Manila.

**SECTION 1. Immigration Offices and Their Areas of Responsibility,
Defined. -**

A. IMMIGRATION NCR REGION

	Name of Office/Location	Areas of Responsibility
1	BOI MAKATI IMMIGRATION EXTENSION OFFICE Makati City	Top 1000 Corporations, BOI-Registered Companies, and SIRV applicants
2	PEZA IMMIGRATION EXTENSION OFFICE Roxas Boulevard, Pasay City	PEZA-Registered Companies
3	SM NORTH IMMIGRATION SATELLITE OFFICE SM City, North EDSA, Quezon City	Metro Manila (North)

4	LAS PIÑAS IMMIGRATION FIELD OFFICE Las Piñas City	Metro Manila (South)
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B. IMMIGRATION REGION I

	Name of Office/Location	Areas of Responsibility
5	VIGAN IMMIGRATION FIELD OFFICE Ilocos Sur Provincial Capitol, Vigan City	Province of Ilocos Sur
6	SAN FERNANDO IMMIGRATION DISTRICT OFFICE San Fernando City, La Union	Province of La Union Port of San Fernando
7	DAGUPAN IMMIGRATION FIELD OFFICE Dagupan City, Pangasinan	Province of Pangasinan
8	LAOAG IMMIGRATION FIELD OFFICE Laoag City, Ilocos Norte	Province of Abra Province of Apayao Province of Ilocos Norte Province of Kalinga

C. IMMIGRATION REGION II

	Name of Office/Location	Areas of Responsibility
9	TUGUEGARAO IMMIGRATION DISTRICT OFFICE Tuguegarao City, Cagayan	Municipalities under the 3 rd Congressional District of the Province of Cagayan Province of Nueva Vizcaya Province of Quirino Province of Batanes
10	APARRI IMMIGRATION FIELD OFFICE Appari, Cagayan	Municipalities under the 1 st and 2 nd Congressional Districts of the Province of Cagayan Province of Ifugao CEZA Locators
11	CAUAYAN IMMIGRATION FIELD OFFICE Cauayan City, Isabela	Province of Isabela

D. IMMIGRATION REGION III

	Name of Office/Location	Areas of Responsibility
12	ANGELES IMMIGRATION FIELD OFFICE Angeles City, Pampanga	Province of Bulacan Province of Pampanga Province of Tarlac
13	NUEVA ECIJA IMMIGRATION FIELD OFFICE Palayan City, Nueva Ecija	Province of Nueva Ecija Province of Aurora
14	BALANGA IMMIGRATION FIELD OFFICE Balanga City, Bataan	Province of Bataan
15	CLARK IMMIGRATION ONE STOP SHOP Clark Special Economic Zone Angeles City, Pampanga	Clark Special Economic Zone
16	MARIVELES IMMIGRATION ONE STOP SHOP FAB, Mariveles, Bataan	The Freeport Area of Bataan
17	OLONGAPO IMMIGRATION FIELD OFFICE Olongapo City, Zambales	Province of Zambales
18	SUBIC IMMIGRATION ONE STOP SHOP SBMA, Olongapo City, Zambales	Subic Bay Metropolitan Authority

E. IMMIGRATION REGION IV

	Name of Office/Location	Areas of Responsibility
19	BATANGAS IMMIGRATION DISTRICT OFFICE Batangas City, Batangas	Province of Batangas
20	BALABAC IMMIGRATION FIELD OFFICE Balabac, Palawan	Municipality of Balabac

30	NAGA IMMIGRATION FIELD OFFICE Naga City, Camarines Sur	Province of Camarines Sur Province of Camarines Norte
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G. IMMIGRATION REGION VI

	Name of Office/Location	Areas of Responsibility
31	ILOILO IMMIGRATION DISTRICT OFFICE Iloilo City, Iloilo	Province of Antique Province of Guimaras Province of Iloilo
32	BACOLOD IMMIGRATION FIELD OFFICE Bacolod City, Negros Occidental	Province of Negros Occidental
33	BORACAY IMMIGRATION FIELD OFFICE Boracay Island, Malay, Aklan	Boracay Island
34	KALIBO IMMIGRATION FIELD OFFICE Kalibo, Aklan	Province of Aklan Province of Capiz, except Boracay Island Province of Romblon

H. IMMIGRATION REGION VII

	Name of Office/Location	Areas of Responsibility
35	CEBU IMMIGRATION DISTRICT OFFICE Mandaue City, Cebu	Province of Cebu, except Mactan Island
36	DUMAGUETE IMMIGRATION FIELD OFFICE Dumaguete City, Negros Oriental	Province of Negros Oriental Province of Siquijor
37	GAISANO IMMIGRATION SATELLITE OFFICE Mactan City, Mactan Island, Cebu	Mactan Island, Cebu
38	TAGBILARAN IMMIGRATION FIELD OFFICE Tagbilaran City, Bohol	Province of Bohol

I. IMMIGRATION REGION VIII

	Name of Office/Location	Areas of Responsibility
39	TACLOBAN IMMIGRATION DISTRICT OFFICE Tacloban City, Leyte	Province of Biliran Province of Leyte Province of Southern Leyte
40	CALBAYOG IMMIGRATION FIELD OFFICE Calbayog City, Samar	Province of Samar Province of Eastern Samar Province of Northern Samar

J. IMMIGRATION REGION IX

	Name of Office/Location	Areas of Responsibility
41	ZAMBOANGA IMMIGRATION FIELD OFFICE Zamboanga City, Zamboanga del Sur	Province of Basilan Province of Zamboanga del Norte Province of Zamboanga del Sur Province of Zamboanga Sibugay

K. IMMIGRATION REGION X

	Name of Office/Location	Areas of Responsibility
42	CAGAYAN DE ORO IMMIGRATION DISTRICT OFFICE Cagayan de Oro City, Misamis Oriental	Province of Camiguin Province of Bukidnon Province of Misamis Oriental
43	ILIGAN IMMIGRATION FIELD OFFICE Iligan City, Lanao del Norte	Province of Lanao del Norte
44	OZAMIS IMMIGRATION FIELD OFFICE Ozamis City, Misamis Occidental	Province of Misamis Occidental

L. IMMIGRATION REGION XI

	Name of Office/Location	Areas of Responsibility
45	DAVAO IMMIGRATION DISTRICT OFFICE Davao City, Davao del Sur	Province of Compostela Valley Province of Davao del Norte Province of Davao del Sur Province of Davao Oriental
46	BATUGANDING IMMIGRATION BORDER CROSSING STATION Balut Island, Sarangani, Davao del Sur	Batuganding Border Crossing
47	TIBANBAN IMMIGRATION BORDER CROSSING STATION Tibanban, Davao Oriental	Tibanban Border Crossing

M. IMMIGRATION REGION XII

	Name of Office/Location	Areas of Responsibility
48	GENERAL SANTOS IMMIGRATION FIELD OFFICE General Santos City, South Cotabato	Province of South Cotabato
49	GLAN IMMIGRATION FIELD OFFICE Glan, Sarangani	Province of Sarangani
50	COTABATO IMMIGRATION DISTRICT OFFICE Cotabato City, Maguindanao	Province of Lanao del Sur Province of Maguindanao Province of North Cotabato Province of Sultan Kudarat

N. IMMIGRATION REGION XIII (CARAGA)

	Name of Office/Location	Areas of Responsibility
51	BISLIG IMMIGRATION FIELD OFFICE Bislig City, Surigao del Sur	Province of Surigao del Sur
52	BUTUAN IMMIGRATION DISTRICT OFFICE Butuan City, Agusan del Norte	Province of Agusan del Norte Province of Agusan del Sur

53	SURIGAO IMMIGRATION FIELD OFFICE Surigao City, Surigao del Norte	Province of Surigao del Norte Province of Dinagat Islands
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O. IMMIGRATION ARMM REGION

	Name of Office/Location	Areas of Responsibility
54	BONGAO IMMIGRATION FIELD OFFICE Bongao, Tawi-Tawi	Province of Tawi-Tawi
55	JOLO IMMIGRATION FIELD OFFICE Jolo, Sulu	Province of Sulu
56	TAGANAK IMMIGRATION FIELD OFFICE Taganak, Turtle Islands	Turtle Islands Mapun Islands

P. CORDILLERA ADMINISTRATIVE REGION

	Name of Office/Location	Areas of Responsibility
57	BAGUIO IMMIGRATION DISTRICT OFFICE Baguio City, Benguet	Baguio City of EPZ Mountain Province Province of Benguet

SECTION 2. Scope of Authority – The Commissioner of Immigration designates: (i) Senior I.O. or ACO to District Office; (ii) Field Office Chief to Field Office; (iii) Extension Office Chief to an Extension Office, (iv) Satellite Office Chief to a Satellite Office, (v) ACO for a One Stop Shop, (vi) Chief to SVS, and (vii) I.O. III (BCO) or Officer-in-charge to a Border Crossing Station.

All heads shall be charged with the proper, effective, and efficient implementation of all immigration and alien registration laws, rules and regulations. They shall exercise general administrative, operational control and supervision over all personnel assigned to his office except on matters involving Bureau policies, policy directives, and policy decisions which shall be referred to the Commissioner of Immigration through the Chief, Immigration Regulation Division.

The Chief, Immigration Regulation Division shall have the responsibility of monitoring strict compliance to this circular. For this purpose, the Chief IRD is authorized to access the visas, permits, payments, and ACR I-Card systems of the Bureau.

The Chief, IRD retains the authority to accept, endorse, and/or process applications from the Student Visa Section; District, Field, Extension, and Satellite offices; and One stop Shops. Decisions of the heads of these offices are appealable to

the Chief, Immigration Regulation Division within five (5) days from notice of such decision.

SECTION 3. FILING AND PROCESSING. — Applicants shall file their applications at the appropriate BI office:

- (a) Immigrant Visas — Processed at the BI Office with jurisdiction at the applicant's place of residence
- (b) Non-Immigrant Visas — Processed at the BI Office with jurisdiction on the applicant's place of work
- (c) Special Working Permits and Provisional Work Permits — Processed and issued at the BI Office with jurisdiction at the applicant's place of work
- (d) Student Visas — Processed and issued at the Student Visa Section or processed at the BI Office with jurisdiction at the applicant's school
- (e) Special Study Permit — Processed and issued at the Student Visa Section or processed the BI Office with jurisdiction at the applicant's school

SECTION 4. Limitations — The Student Visa Section may only accept applications for Special Study Permit (SSP) and 9(f) Student Visa, as well as other related transactions for foreign students and accreditation of schools.

All district, field, extension, and satellite offices may accept requests and applications which are not for BOC action, e.g., SSP, SWP commercial, and TVV extension.

Only online-capable district, field, extension, and satellite offices with ACR I-Card data capturing facilities may accept requests and applications which are for BOC action, e.g., visa applications. ACOs and heads of immigration offices are authorized to conduct hearing for immigrant and non-immigrant visa applications.

Online-capable offices may also accept CA 613, Sec. 9(f) applications which shall be forwarded to the Student Visa Section for processing and approval.

BOI Makati Extension Office shall only cater to foreign nationals under the Top 1000 Corporations and BOI-Registered companies, as well as applications for Special Investor's Residence Visas.

PEZA Extension Office shall only accept foreign nationals under PEZA-registered companies by virtue of Chapter II, Sec. 36 of RA 7916 (The Special Economic Zone Authority Act of 1995) and the Memorandum of Agreement between BI and PEZA dated September 2, 1999.

One Stop Shops shall only accept applications from foreign nationals within their respective areas of jurisdiction as covered by existing Memoranda of Agreement and Joint Memorandum Orders between their respective Special Economic Zones and BI.

SECTION 5. Reportorial Requirements. — All heads of the Student Visa Section; District, Field, Extension, and Satellite offices; and One stop Shops shall submit daily to the Chief, Immigration Regulation Division, a list of all visas processed and permits issued together with their corresponding Official Receipt numbers not later than 1000H of the next working day.

SECTION 6. Administrative Sanctions. — Violation of this Circular shall subject the erring official or employee to administrative sanctions in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS).

SECTION 7. Repealing Clause. — All previous issuances inconsistent herewith are hereby repealed and/or modified accordingly.

SECTION 8. Effectivity. — This Circular takes effect immediately.

Let a copy of this Circular be furnished to the Office of the National Registrar (ONAR), U.P. Law Center, University of the Philippines, Diliman, Quezon City.

18 JUN 2018


JAIME H. MORENTE
Commissioner



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA

OPERATIONS ORDER NO. JHM-2019- 009

**TAXPAYER IDENTIFICATION NUMBER IN
VISA AND PERMIT APPLICATIONS**

WHEREAS, Secs. 9(d), (g) and 20(b) CA No. 613, as amended, authorize the Board of Commissioners to issue work visas to foreign nationals who seek to work in the country;

WHEREAS, Sec. 42(a)(33), CA No. 613, as amended, authorizes the Commissioner of Immigration to issue Special Work Permits (SWP) and Provisional Work Permits (PWP) to foreign nationals who seek to work in the country for a short period of time while holding a Temporary Visitor Visa (TVV) under Sec. 9(a), CA 613, as amended, or E.O. No. 408 (1960);

WHEREAS, Sec. 2, Republic Act No. 8424 or otherwise known as The National Internal Revenue Code of 1997 grants the Commissioner of Internal Revenue the power to assess and collect all national internal revenue taxes, fees and charges; and Executive Order No. 98 (1999) requires all government agencies and instrumentalities, including Government-Owned and/or Controlled Corporations, and all Local Government Units to incorporate the Taxpayer Identification Number (TIN) in all forms, permits, licenses, clearances, official papers and documents which they issue to persons transacting business with them, be they natural or judicial, as reiterated under the 01 May 2019 Joint Guidelines between DOLE-DOJ-BI and BIR on SWP and PWP; and

WHEREAS, Sec. 23(D) in relation to Sec. 24(a) and 25(a), RA 8484, as amended, grants the BIR to the authority to assess and collect taxes on *all alien individuals*, whether a resident or not of the Philippines, on income derived from sources within the Philippines.

NOW THEREFORE, pursuant to the rule-making power of the Commissioner of Immigration under CA 613, Sec. 3, and Executive Order No. 292¹, Title III, Book IV, Chapter 6, Secs. 29 and 36, the Bureau shall:

1. Require all applicants of non-immigrant visas allowing foreign nationals to work [CA 613, Sec. 9(d) and 9(g)] and special non-immigrant visas under E.O. 226 (Foreign Investment Act), E.O. 758 (Special Visa for Employment Generation) and PD 1034 (Offshore banking Unit), and permits to submit a copy of their Taxpayer Identification Number (TIN) card or any proof of TIN; and
2. Include the TIN requirement in all consolidated general application form and checklist of documentary requirements for work related visas and permits.

All previous issuances or any part thereof that are inconsistent herewith are hereby revoked and/or modified accordingly.

This Order takes effect fifteen (15) days after publication.

Furnish a copy of this Order to the Office of the National Administrative Register (ONAR), UP Law Center, Diliman, Quezon City.

JUN 27 2019

BUREAU OF IMMIGRATION

JUL 01 2019

JAI ME H. MORENTE
Commissioner

¹ The Revised Administrative Code of 1987.



OPERATIONS ORDER NO. JHM-2019- 008

**IMPLEMENTING RULES ON SPECIAL WORK PERMIT
AND PROVISIONAL WORK PERMIT**

WHEREAS, CA No. 613, Sec. 42(a)(33) authorizes the Commissioner of Immigration to issue Special Work Permits (SWP) and Provisional Work Permits (PWP) to foreigners who seek to work in the country for a short period of time while holding a Temporary Visitor Visa (TVV) under CA 613, Sec. 9(a) or E.O. No. 408;

WHEREAS, under the 01 May 2019 Joint Guidelines (JG) of the Department of Labor and Employment (DOLE), Department of Justice (DOJ), and Bureau of Immigration (BI), the BI shall issue SWP and PWP to foreign national enabling them to work in the Philippines for a maximum period of six (6) months.

WHEREAS, Sec. 2. of the JG defined SWP as a permit to work issued by the Bureau of Immigration which allows foreign nationalsto engage in work outside of an employment arrangement, while PWP is defined as a permit to work issued by the Bureau of Immigration which allows foreign nationalsto engage in work pursuant to an employment arrangement pending issuance of their Alien Employment Permit (AEP) and CA 613, Sec. 9(g) work visa;

NOW THEREFORE, pursuant to the rule-making power of the Commissioner of Immigration under CA 613, Sec. 3, and Executive Order No. 292¹, Title III, Book IV, Chapter 6, Secs. 29 and 36, the following rules are hereby promulgated:

Section 1. Special Work Permit. – The BI shall issue a Special Work Permit (SWP) to foreign nationals who intend to work, engage in specific activities, or render services outside of an employment arrangement, such as:

1. Professional athletes, coaches, trainers and assistants;
2. International performers with exceptional abilities;
3. Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body;
4. Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay;
5. Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities;
6. Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency;
7. Foreign journalists practicing their profession or covering a specific event in the country;
8. Trainee/s assigned in government instrumentalities, government owned and controlled corporations (GOCC) and private entities;

¹ The Revised Administrative Code of 1987.

9. Lecturers, researchers, trainers and others pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation);
10. Religious missionaries and preachers;
11. Commercial models and talents;
12. Culinary specialists/Chefs;
13. Professionals; and
14. Consultants or specialists.

Section 2. Documentary Requirements for SWP – Artist and Athletes.

Application for SWP – **Artist/Chefs/Athletes/Religious Preachers** shall provide the following:

1. Letter request addressed to the Commissioner from the petitioning promoter/organizer/sports organization stating the following:
 - a. The name/s of the performing foreign artist/chef/preacher, including members of the production crew, training staff and other personnel involved in the event/competition;
 - b. The itinerary (venues) and schedule of events where the foreign artist/chef/athlete/preacher will perform; and
 - c. An undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant.
 - d. The SWP shall be valid for three months (extendable) or for the duration of the event/tournament whichever comes first.
2. Duly accomplished CGAF for Work Permit;
3. Photocopy of applicant's passport showing bio-page and latest admission with valid authorized stay, if already in the country;
4. Endorsement from the following:
 - a. For concerts and performances:
 - i. Asosasyon ng Musikong Pilipino (AMP) for musicians or Organisasyon ng Pilipinong Mang-aawit (OPM) for singers; AND
 - ii. Filipino Society of Composers, Authors, and Publishers (FILSCAP) for public musical performances (concerts) of copyrighted works;
 - b. For athletes, trainers, coaches and participants:
 - i. Philippine Sports Commission;
 - ii. Philippine Olympic Committee; OR
 - iii. PBA, PFL and other recognized sports organization;
 - c. For religious preachers, any of the following: CBCP, PCEC, INC., JIL and other legitimate religious sects.
5. Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN; and
6. BI Clearance Certificate.

Section 3. Documentary Requirements for SWP – Commercial Models, Foreign Journalists, Trainee's. Application for SWP – Commercial Models, Foreign Journalists, Trainees shall provide the following:

1. Letter request addressed to the Commissioner from the petitioning company/establishment stating the following:
 - a. The name/s of the models/journalists/trainees, including their staff and personnel;
 - b. The address/venue where the foreign models/journalists/trainees will perform their services; and

11. Certificate by the Petitioner-company, thru its authorized representative, stating whether it is applicant's- initial or final SWP and all documents submitted are genuine;
12. Special Temporary Permit issued by the Professional Regulation Commission, when warranted (positions/professions classified as regulated profession by the PRC), and
13. BI Clearance Certificate.

Section 5. Provisional Work Permit. – *The BI shall issue PWP to foreign nationals who intends to engage in work pursuant to an employment arrangement pending issuance of their AEP or CA 613, Sec. 9(g) work visa;*

Section 6. Documentary Requirements for PWP – All application for PWP must provide the following:

1. Letter request addressed to the Commissioner from the petitioning company;
2. Duly accomplished CGAF for Work Permit;
3. Photocopy of applicant's passport bio-page and latest admission with valid authorized stay;
4. Photocopy of Alien Employment Permit (AEP) with photocopy of the application for CA 613, Sec. 9(g) work visa or the official receipt of the application for an AEP;
5. For Corporations or Partnerships, photocopies of the following:
 - a. Securities and Exchange Commission (SEC) Certificate of Registration;
 - b. Articles of Incorporation;
 - c. General Information Sheet (GIS) for the current year stamped received by the SEC; and
 - d. Valid Mayor's Permit;
6. For Single Proprietorships, photocopies of the following:
 - a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name; and
 - b. Mayor's Permit;
7. Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties;
8. Photocopy of petitioner's latest Income Tax Return (ITR) with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details' print-out or other similar evidence). For newly created company, submit photocopy of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment. For companies with no income or overpayment of taxes, in lieu of proof of payment, submit copy of ITR with proof of filing.
9. Photocopy of the applicant's Taxpayer Identification Number (TIN) card or any proof of TIN;
10. Special Temporary Permit issued by the Professional Regulation Commission, when warranted (positions/professions classified as regulated profession by the PRC), and

Section 13. Monitoring of SWP/PWP. — To properly monitor the actual number of foreigners who have been issued SWP/PWP, the BI office that granted the SWP or PWP application shall provide one serial number per foreigner in the following manner — SWP-ABC³/101⁴-19-123456. In case of application for completion of the six (6) month period of SWP/PWP, the Order shall be numbered with "B", i.e. SWP-DEF⁵/101⁶-19-123456-B. In case of dismissal/denial of application, the letter "D" shall be added in the order and letter "C" in case the Motion for Reconsideration of a dismissed/denial application has been approved.

Illustration:

	Docket no.	When to use
1	SWP-ABC/101-19-123456	First application for SWP/PWP
2	SWP-ABC/101-19-123456-A	Order approving SWP/PWP is amended
3	SWP-ABC/101-19-123456-B	Completion of SWP/PWP six month period
4	SWP-ABC/101-19-123456-C	When the MR of a denied application is approved
5	SWP-ABC/101-19-123456-D	When the SWP/PWP is dismissed/denied

SWP/PWP holders shall present the Order granting his/her SWP/PWP to the Tourist Visa Section (TVS) or support offices on their next extension of Temporary Visitor's Visa (TVV).

Further, the Immigration Regulation Division shall ensure that the Tourist Visa Section and all support offices (district, satellite, field, and extension offices) shall encode the extension of TVV of SWP/PWP holders under the category "TVV-SWP" or "TVV-PWP". In the event that an applicant has a previously issued valid ACR I-Card, the same shall be updated in the system of "TVV-SWP" or "TVV-PWP". In no case shall TVS or support offices extend the TVV or issue an ACR I-Card when the SWP/PWP is not reflected in the system.

Lastly, the MISD shall ensure that (1) a mandatory field for TIN shall be incorporated in the system, and (2) all SWP/PWP orders encoded in the system by the approving officer shall automatically be reflected in the next extension of the SWP/PWP holder vis-à-vis automatic reflection on the tourist visa sticker.

Section 14. Submission of Reports. — The BI Offices that issued SWP/PWP shall submit a monthly report to the Office of the Commissioner and copy furnished the Office of the Deputy Commissioner-in-Charge of SWP/PWP, not later than the 1st Friday of each month. The report shall be in two (2) parts containing:

a. Statistical report stating:

1. The number of applications it received;

³ Initial of the approving officer.

⁴ Three (3) digit location code of the issuing office to be provided by the MISD.

⁵ Initial of the approving officer.

⁶ Three (3) digit location code of the Issuing office to be provided by the MISD.

2. The number of approved applications per nationality; and
3. The number of dismissed/denied applications per nationality.

b. Detailed report stating:

1. Name and nationality of applicants;
2. Name of Petitioner-company;
3. Position applied for by the applicant;
4. Date of issuance and validity of the SWP/PWP; and
5. Applicant's TIN.

Section 15. Supercession Clause. – This Operations Order repeals, amends or modifies all prior, inconsistent circulars, memoranda, orders and other issuances.

Section 16. Publication and Effectivity – This Operations Order takes effect fifteen (15) days from publication.

General Services Section shall cause the publication of this Operations Order in a newspaper of general circulation. BINOC and MISD shall cause its publication at the BI Website.

Send copies of this Order to the Office of the National Administrative Registrar (ONAR), UP Law Center, Diliman, Quezon City.

JUN 27 2019


JAI ME H. MORENTE
Commissioner

MEMORANDUM CIRCULAR

No. TFD-19-08-12

TO : **ALL CONCERNED**

SUBJECT : **ADVISORY ON TRADE FACILITATION DIVISION'S WORK SCHEDULE**

DATE : **August 08, 2019**

In relation with the forthcoming holidays on August 12, 2019 (Eid'l-al-Adha – Feast of Sacrifice), August 21, 2019 (Ninoy Aquino Day) and August 26, 2019 (National Heroes Day), we wish to inform you that the office/work schedule of TFD in the processing of permits and conduct of inspection shall be as follows:

DATE	WORKING HOURS		
	TFD Office	Weigh Bridge	CUSTOMS CLEARANCE AREA(CCA)
August 12, 2019 (Monday) Eid'l-al-Adha (Feast of Sacrifice) Regular Holiday	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
August 21, 2019 (Wednesday) Ninoy Aquino Day Special Non-Working Holiday	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
August 26, 2019 (Monday) National Heroes Day Regular Holiday	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)

All scrap and wastages are strictly not allowed to exit at Clark Freeport Zone (CFZ) gates during the suspension of work, holidays, Saturdays and Sundays.

Meanwhile, regular processing of online applications for eTAPS, eDS, ePBI/PBO and Entry/Exit pass shall be uninterrupted.

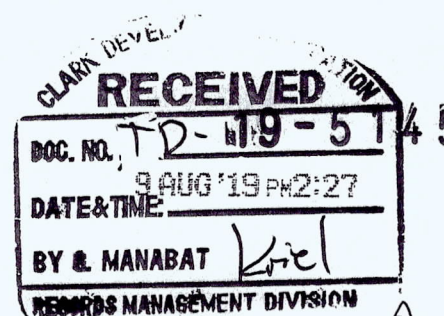
Please be guided accordingly.

Thank you.

8-9-19
ATTY. NOELLE MINA D. MENESES

Assistant Vice President, Business Enhancement Department
Manager, Trade Facilitation Division

Cc: VP-BDBEG RMO HRD BOC Clark OSEDC Clark CILA



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2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph

Certified copy from file:

8/7/20
JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

MEMORANDUM CIRCULAR

No. IPD 19-13

FOR

:

All Concerned CFZ Locators

SUBJECT

:

ISSUANCE OF PRE-OPERATIONAL PERMIT AND
STANDARDIZATION OF DATE OF EXPIRY OF
CDC REGULATORY PERMITS

DATE

:

13 August 2019


To ensure that incoming CFZ locators are compliant with the required regulatory requirements prior to actual operation and to avoid penalties and delay, the CDC Board during its meeting on 29 July 2019 has approved the implementation of the issuance of **Pre-Operational Permit (POP)**, effective 01 September 2019 to new locators. The **POP** shall be issued prior to the issuance of Certificate of Registration and Tax Exemption (CRTE) or Certificate of Registration (CR).

The CDC Management will also implement the standardization of the expiry date of all CDC Regulatory Permits. The date of expiry of the Lease Agreement or Sublease Agreement will be the basis of the expiry of each permit.

To illustrate, find example below:

CDC Locator:	ABC Company.
Date of Expiry of Lease Agreement or Sublease Agreement :	December 31, 2025
<i>Date of Expiry of the Annual Regulatory Permits</i>	
<i>Fire and Safety Inspection Certificate:</i>	<i>December 31, 2020</i>
<i>Certificate Annual Inspection:</i>	<i>December 31, 2020</i>
<i>Sanitary Permit:</i>	<i>December 31, 2020</i>
<i>Certificate of Environmental Clearance :</i>	<i>December 31, 2020</i>

Thank you for your usual cooperation.



NOEL F. MANANKIL
President and CEO

cc: RMD; CILA

OP Control No.:

190779

Certified copy from file:



JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

CLARK DEVELOPMENT CORPORATION

RECEIVED

DOC. NO. TD 19-5432

DATE & TIME 27 AUG 19 PM 4:36

BY G. MANABAT

RECORDS MANAGEMENT DIVISION

MEMORANDUM CIRCULAR

Control No. TFD 19-08-14

TO : **All Concerned CFZ Registered Enterprises**

SUBJECT : **Value Added Service Providers (VASPs) Operating in the Clark Freeport Zone**

DATE : 28 August 2019

Effective 02 September 2019, Clark Freeport Zone registered enterprises may register with and lodge their import/export and bring-in/out transactions thru the three (3) Bureau of Customs-accredited Value Added Service Providers (VASPs), namely:

1. Cargo Data Exchange Center, Inc. (CDEC)
2. E-Konek Pilipinas, Inc. (E-Konek)
3. Intercommerce Network Services, Inc. (INS)

The procedure and approval of the various TFD-related permits (e-TAPs, e-ED, e-PBI and e-PBO) lodged thru the abovementioned VASPs shall remain the same.

For registration and other concerns, please contact the following:

- Cargo Data Exchange Center, Inc.
 - Mr. Jhess Belaos – 0917 809 0950; jhess.belaos@cdec.com.ph
 - Ms. Jojiebeth Tayaban – 0917 135 4633; jojiebeth.tayaban@cdec.com.ph
 - Help Desk – (02)439-9750; cs@cdec.com.ph
- E-Konek Pilipinas Inc.
 - Ms. Joy Dave – 0917 854 8715; joy.dave@ekonek.com
 - Mr. Joel Dungca – 0917 858 4753; joel.dungca@ekonek.com
 - Help Desk – (02)459-2133; ekonek.help@ekonek.com
- Intercommerce Network Services, Inc.
 - Ms. Angela Grace Villasanta – 0917 566 4341; agvillasanta@intercommerce.com.ph
 - Ms. Jennifer Adriano – 0917 833 0713; jadriano@intercommerce.com.ph
 - Help Desk – (045)499-3256; helpdesk@intercommerce.com.ph

For your information and guidance.

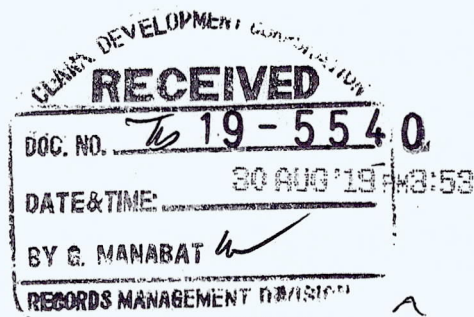
Thank you.

EVANGELINE G. TEJADA

Vice President

Business Development and Business Enhancement Group

Cc: RMD, TFD, CILA



Certified copy from file:

7/7/20

JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

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(6345) 599-9000; info@clark.com.ph



CLARK RECEIVED	
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DATE & TIME	20 SEP '19 09:33
BY:	Knel
RECORDS MANAGEMENT DIVISION	
Control No.: RMD 15-00-15	

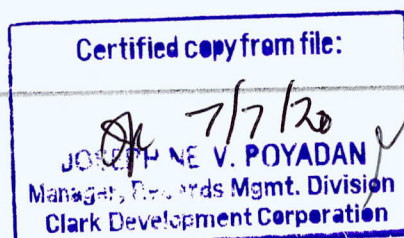
MEMORANDUM CIRCULAR

FOR : ALL CFZ-REGISTERED ENTERPRISES

SUBJECT : CDC ELECTRONIC RECORDS MANAGEMENT SYSTEM (eRMS)

DATE : 18 SEPTEMBER 2019

- (1) With the desire to improve our services to locators, CDC is launching the electronic Records Management System (eRMS) for a more efficient handling of incoming correspondences received by CDC.
- (2) The eRMS provides the following benefits to locators:
 - Email notification of the proof of receipt of document by CDC;
 - Email notification of status of letter, particularly endorsement to the CDC Office of Primary Responsibility (OPR) to inform locator on the expected date of completion of requested action; and
 - Email notification to provide locator with the scanned copy of the CDC action letter.
- (3) With the full roll out of CDC's electronic record system, incoming correspondences to CDC shall be received by the Records Management Division (RMD) for processing via the eRMS, **effective immediately**. This however, excludes the following transactions which need to be still directed to the following concerned CDC units:
 - 3.1 TFD-related permit transactions and data requests c/o Trade Facilitation Department (TFD)
 - 3.2 Construction-related permits c/o Building and Facilities Permits Division (BFPD)
 - 3.3 Renewal of lease, sub-lease, CRTE and CR c/o Investment Promotions Division (IPD)
 - 3.4 Application for registration of manpower agencies / contractors c/o External Affairs Division (EAD)
 - 3.5 Submission of bids c/o Bids and Awards Committee (BAC) Secretariat
- (4) Moreover, henceforth, monthly CDC Statements of Account (SOA) will be transmitted electronically thru eRMS and printed copies will no longer be distributed. The SOA shall be forwarded to the official company email address/(es) that you registered with CDC. If you require printed SOAs or have billing-related concerns, please contact the CDC Accounting Division at 045.4993047.



- (5) Relatedly, to maximize benefits from the eRMS, we please request that you provide us with your updated company email address/(es). Also, please indicate the subject matter and your email address in all your correspondences as follows:

(Date)

(Name of Addressee)

(Position Title / Designation)

Clark Development Corporation

Clark Freeport Zone, Pampanga

Subject: _____

Sender's email: _____

- (6) Should you have queries or need further assistance, please contact the CDC Records Management Division at email: Records@clark.com.ph and telephone number 045.499-1141.

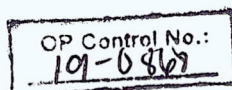
For the information and guidance of everyone.

Thank you.

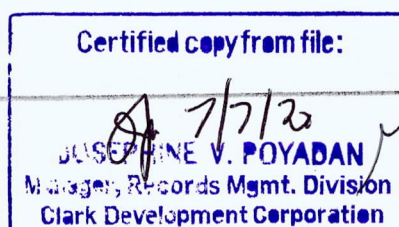
for info etc
MARIZA O. MANDOCDOC PhD.
Vice President
Administration and Finance Group

Noted by:

[Signature]
NOEL F. MANANKIL
President and Chief Executive Officer



1119-01742





MEMORANDUM CIRCULAR * pmj 19-10-16

TO : ALL CDC EXECUTIVE STAFF HOUSES RESIDENTS/OCCUPANTS

SUBJECT : **MISTING/FOGGING ACTIVITIES ALONG C. P. ROMULO STREET AND M. H. DEL PILAR STREET, CFZ**

DATE : 03 October 2019

As part of the CDC Dengue Awareness Program, please be informed that the Health and Safety Committee of CDC, in cooperation with our Health and Sanitation Division (CDC-HSD), has scheduled a "Misting/Fogging Operation" on 05 October 2019, from 9:00 AM to 12:00 PM at the CDC Executive Staff Houses along C. P. Romulo and M. H. Del Pilar Streets, Clark Freeport Zone. We wish to note that the misting/fogging activities will cover only the surrounding areas of all Staff Houses.

In this regard, may we enjoin all residents/occupants to please do the following:

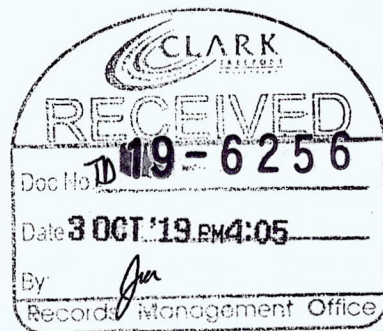
- ☐ Search and destroy all possible breeding places of mosquitoes within the perimeter of residential area;
- ☐ Close all doors and windows during and after the misting/fogging activities;
- ☐ Bring all pets, birds and other animals inside the staff houses;
- ☐ Avoid watering the plants and gardens/surrounding areas within the day after the misting/fogging activities.

Thank you for your cooperation.



ANGELITO L. TORRES
Manager, Property Management Division

Noted by:


ALIZAIDO F. PARAS
AVP for Finance/Accounting



Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

MEMORANDUM CIRCULAR

No. TFD 19-10-17

TO : ALL CONCERNED

SUBJECT : **ADVISORY ON TRADE FACILITATION DIVISION'S WORK SCHEDULE**

DATE : October 29, 2019

In relation with the forthcoming holidays on October 31, 2019 (Declared Half-day by CDC Management), November 01, 2019 (All Saints Day), November 02, 2019 (Additional Holiday) and November 30, 2019 (Bonifacio Day), we wish to inform you that the office/work schedule of TFD in the processing of permits and conduct of inspection shall be as follows:

DATE	WORKING HOURS		
	TFD Office	Weigh Bridge	CUSTOMS CLEARANCE AREA(CCA)
October 31, 2019 (Thursday) Declared Half-Day by CDC Mgmt.	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
November 01, 2019 (Friday) All Saints Day Special Non-Working Day	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
November 02, 2019 (Saturday) Additional Holiday Special Non-Working Day	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)
November 30, 2019 (Saturday) Bonifacio Day Regular Holiday	<i>Skeletal Workforce</i> 8:00am – 5:00pm	8:00am – 5:00pm	Regular 24-hour operations (6:00 am to 6:00 am)

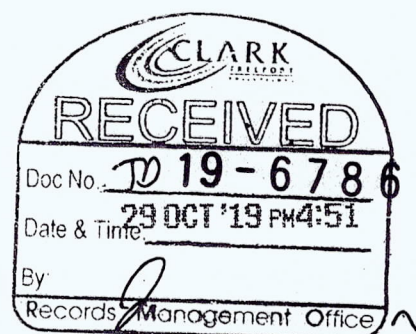
All scrap and wastages are strictly not allowed to exit at Clark Freeport Zone (CFZ) gates during the suspension of work, holidays, Saturdays and Sundays.

Meanwhile, regular processing of online applications for eTAPS, eDS, ePBI/PBO and Entry/Exit pass shall be uninterrupted.

Please be guided accordingly.

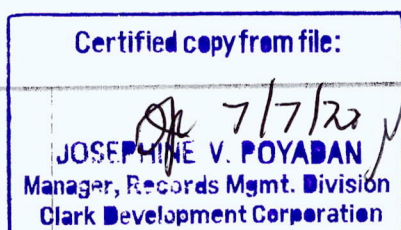
Thank you.


ATTY. NOELLE MINA D. MENESES
 Assistant Vice President, Business Enhancement Department
 Manager, Trade Facilitation Division



"A PROUD MEMBER OF THE BCDA GROUP"

Bldg. 2122 Elpidio Quirino St., Clark Freeport Zone, Philippines 2023 *Tel. No.: (6345) 599-9000 (connecting all depts.)
 E-mail Address: info@clark.com.ph Website: www.clark.com.ph



MEMORANDUM CIRCULAR

NO. IPD11 13-11-18

To : Holders of Special Clark Working Visas, Special Work Permit and Provisional Work Permit

Attention : Concerned CFZ Locators

Subject : Reiteration of Memo Circulars, Rules and Regulations on Foreign Employment in the Clark Freeport Zone

Date : October 31, 2019

Clark Development Corporation (CDC) hereby reiterates the strict implementation of Memo Circulars, Rules and Regulations governing the employment of foreign nationals in the Clark Freeport Zone.


Issuance of favorable endorsements as a prerequisite to the issuance of the privileges to obtain an Alien Employment Permit (AEP), Special Clark Working Visa (SCWV), Provisional Work Permit (PWP) or Special Work Permit, as the case may be, is conditional to the responsibility of holders to ensure that all Philippine laws, rules and regulations are followed accordingly.

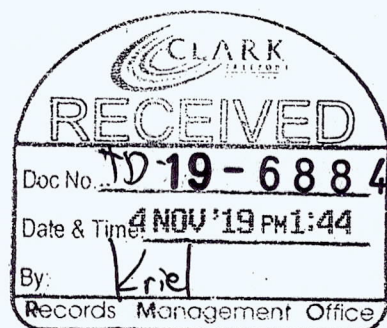
Locators, being employers, are likewise reminded of their written undertaking to guarantee the good behavior of their foreign national employees as well as the guarantee that their foreign nationals shall not become public burden for the entire duration of their employment.

Additionally, as part of said undertaking, locators are expected to have exhausted all means to properly immerse/train foreign nationals to the culture, and acceptable behaviors or norms in the Philippines including the need to follow rules and regulations such as but not limited to traffic rules, keeping public places clean, harmonious relationship not only with co-workers but with people in public places, among other things.

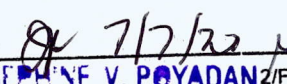
In the event that holders of said privileges fail to comply with the above undertakings, CDC being the incentives administration authority pursuant to law, may endorse for the cancellation, revocation or non-renewal of any of these privileges. Repeated violations of the same will be meted with much severe penalty including the suspension of locators' business registration as assessed by CDC. This is without prejudice to other criminal and civil liabilities for violations of Philippine laws, rules and regulations.

For your guidance.


NOEL F. MANANKIL
President & CEO



Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

"A proud member of the BCDA group"

2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph

MEMORANDUM CIRCULAR

No. **EPP 19-11-63**

TO : ALL STAKEHOLDERS IN CLARK

SUBJECT : **24th RECYCLABLES COLLECTION EVENT (RCE) AND COLLECTION / DISPOSAL OF SELECTED HAZARDOUS WASTES**

DATE : 18 NOVEMBER 2019

The Clark Development Corporation (CDC) through its Environmental Permits Division, in partnership with DENR Environmental Management Bureau RIII and the Environmental Practitioners Association, Inc. (EPA) will be holding **"24th Recyclables Collection Event and Collection/Disposal of Selected Hazardous Wastes"** for all the stakeholders in the Clark Freeport Zone. This activity is also in cooperation with the ABS CBN Lingkod Kapamilya Foundation, Inc. through its Bantay Baterya and Bantay Langis Projects.

The one day event will be on **Wednesday, 4 December 2019 from 9:00AM to 3:30PM**, in celebration of the Philippine Environment Month, and the venue will be at CDC Parking Lot behind Building 2127 E. Aguinaldo Street, Clark Freeport Zone.

This project aims to promote the collection and buying of recyclable materials, to encourage recycling and materials recovery as options to address the country's waste problem. It also aims to promote awareness among our various small and medium business establishments on proper hazardous waste management, treatment and disposal for common hazardous wastes like busted lamps, used oil, and used lead-acid batteries (ULAB). Used oil and ULAB can be treated to recover oil and the precious metal lead which are then re-used by local industry.

In this regard, we would like to invite your company to participate and bring your recyclables and "selected" hazardous wastes which have commercial value for the best buy back prices from DENR-accredited environmental service providers.

Electronic wastes (e-wastes) and consumer electronics requires proper disposal through DENR-registered hazardous waste transporter/treater for a **service fee for proper treatment and disposal** (please see Item 4 for reference). Busted bulbs/lamps will be collected at discounted rate. Please ensure proper packing and standard labeling and avoid breakage and release of toxic vapors during transport.

The types of waste materials, service providers, and brief guidelines are as follows:

	Type of Wastes	Service Providers	Remarks
1	Busted Lamps/Bulbs (M507)	Dolomatrix Philippines Inc.	Pay service fee of PhP10/pc
2	*Used Lead Acid Batteries (ULAB)	Oriental & Motolite Marketing Corp. ABS CBN's Bantay Baterya Program	< Buying < Donation*

1

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2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph

Certified copy from file:

A 7/7/20

JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

3	<ul style="list-style-type: none"> < Used Industrial Oil* (I101) < Used Cooking Oil (I102) < Oil Contaminated Materials (I104) 	<ul style="list-style-type: none"> < ABS-CBN's Bantay Langis Program < Genetron International Mktg < Genetron International Mktg 	<ul style="list-style-type: none"> < Buying or Donation* < Buying (good quality) or Pay service fee < Pay service (treatment) fee
4	<ul style="list-style-type: none"> < Metal, Aluminum, Stainless (300 series), Assorted Wires, Plastic Gallons, PET Bottle (clean), White Papers, Cartons & Check Boards, & other e-Wastes such as CPU & Parts, Printed Circuit Boards (PCB), Electric Motor, Power Supply, Air Conditioning Unit, Generator, UPS, AVR, Printer, Copier, Fax Machine, Scanner, Mouse, Keyboards, Typewriter, Microwave Oven, Electric Fan, Oven Toaster, Washing Machine, Water Dispenser, Telephone Unit, Cellphone Unit, Charger, etc. (M506 and M507) < CRT (Cathode Ray Tube) type TVs and computer monitors; selected electronic wastes like freezers, refrigerators, etc. (M506 and M507) 	Semirecycling, Co. Inc.	<ul style="list-style-type: none"> < Buying < Pay service (treatment) fee

As stated above, the participants may have the option to donate their generated *ULAB and **Used Oil to Bantay Baterya and Bantay Langis, respectively, of ABS-CBN Bantay Kalikasan Foundation in support to their environmental advocacies.

For further information and assistance, please call EPD at **045 499 1137 to 38** or visit us at 2/F Building 2127 CP Garcia Street, Clark Freeport Zone.

Please take this rare opportunity especially the SMEs and residents in Clark. Unload your company or homes with unwanted materials, and make it a better place to work and live. *Be CLEAN and Be SAFE!*

Thank you very much.

EVANGELINE G. TEJADA

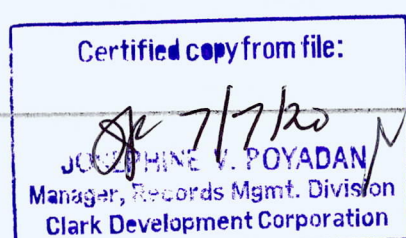
Vice President

Business Development & Business Enhancement Group

cc : CIAC, CILA, DENR EMB, Bureau of Customs, EPA, PAF, CDC (TFD, CD, IT, RMD)

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Page 2 of 2



MEMORANDUM CIRCULAR

DATE : 21 NOVEMBER 2019
TO : ALL STAKEHOLDERS IN CLARK
SUBJECT : **24th RECYCLABLES COLLECTION EVENT (RCE) & COLLECTION/DISPOSAL OF SELECTED HAZARDOUS WASTES WAS MOVED TO 12 DECEMBER 2019**

Please be advised that the “**24th Recyclables Collection Event and Collection/Disposal of Selected Hazardous Wastes**” was moved to **Thursday, 12 December 2019** in view of the upcoming SEA Games in Clark.

This environment advocacy is in joint partnership of Clark Development Corporation (CDC) through its Environmental Permits Division, Environmental Management Bureau (EMB) of the DENR, and Environmental Practitioners Association (EPA). Likewise, this activity is also in cooperation with the ABS CBN Lingkod Kapamilya Foundation, Inc. through its Bantay Baterya and Bantay Langis Projects.

It aims to promote the collection and buying of recyclable materials, to encourage recycling and materials recovery as options to address the country's waste problem. It also aims to promote awareness among our various small and medium business establishments on proper hazardous waste management, treatment and disposal for common hazardous wastes like busted lamps, used oil, and used lead-acid batteries (ULAB). Used oil and ULAB can be treated to recover oil and the precious metal lead which are then re-used by local industry.

In this regard, we would like to invite your company to participate and bring your recyclables and “selected” hazardous wastes which have commercial value for the best buy back prices from DENR-accredited environmental service providers.

Electronic wastes (e-wastes) and consumer electronics requires proper disposal through DENR-registered hazardous waste transporter/treater for a **service fee for proper treatment and disposal** (please see Item 4 for reference). Busted bulbs/lamps will be collected at discounted rate. Please ensure proper packing and standard labeling and avoid breakage and release of toxic vapors during transport.

The types of waste materials, service providers, and brief guidelines are as follows:

	Type of Wastes	Service Providers	Remarks
1	Busted Lamps/Bulbs (M507)	Dolomatrix Philippines	Pay service fee of PhP10/pc
2	*Used Lead Acid Batteries (ULAB)	Oriental & Motolite Marketing Corp. ABS CBN's Bantay Baterya Program	< Buying < Donation*

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3	<ul style="list-style-type: none"> < Used Industrial Oil* (I101) < Used Cooking Oil (I102) < Oil Contaminated Materials (I104) 	<ul style="list-style-type: none"> < ABS-CBN's Bantay Langis Program < Genetron International Mktg < Genetron International Mktg 	<ul style="list-style-type: none"> < Buying or Donation* < Buying (good quality) or Pay service fee < Pay service (treatment) fee
4	<ul style="list-style-type: none"> < Metal, Aluminum, Stainless (300 series), Assorted Wires, Plastic Gallons, PET Bottle (clean), White Papers, Cartons & Check Boards, & other e-Wastes such as CPU & Parts, Printed Circuit Boards (PCB), Electric Motor, Power Supply, Air Conditioning Unit, Generator, UPS, AVR, Printer, Copier, Fax Machine, Scanner, Mouse, Keyboards, Typewriter, Microwave Oven, Electric Fan, Oven Toaster, Washing Machine, Water Dispenser, Telephone Unit, Cellphone Unit, Charger, etc. (M506 and M507) < CRT (Cathode Ray Tube) type TVs and computer monitors; selected electronic wastes like freezers, refrigerators, etc. (M506 and M507) 	Semirecycling, Co. Inc.	<ul style="list-style-type: none"> < Buying < Pay service (treatment) fee

As stated above, the participants may have the option to donate their generated *ULAB and **Used Oil to Bantay Baterya and Bantay Langis, respectively, of ABS-CBN Bantay Kalikasan Foundation in support to their environmental advocacies.

For further information and assistance, please call EPD at **045 499 1137 to 38** or visit us at 2/F Building 2127 CP Garcia Street, Clark Freeport Zone.

Please take this rare opportunity especially the SMEs and residents in Clark. Unload your company or homes with unwanted materials, and make it a better place to work and live. *Be CLEAN and Be SAFE!*

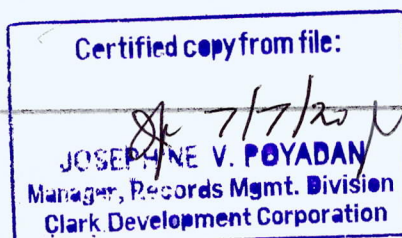
Thank you very much.


EVANGELINE G. TEJADA

Vice President

Business Development & Business Enhancement Group

cc : CIAC, CILA, DENR EMB, Bureau of Customs, EPA, PAF, CDC (TFD, CD, IT, RMD)



MEMORANDUM CIRCULAR

No. TFD 19-12-22

TO : **ALL CONCERNED**

SUBJECT : **Advisory on Trade Facilitation Division's (TFD) Work Schedule**

DATE : **December 02, 2019**

Relative to the forthcoming holidays, we wish to inform you that the office/work schedule of TFD in the processing of permits and conduct of inspection at the Customs Clearance Area (CCA) will be as follows:

DATE	WORKING HOURS		
	TFD OFFICE	TFD WEIGH BRIDGE SATELLITE OFFICE	CUSTOMS CLEARANCE AREA (CCA)
December 08, 2019 (Sunday-Feast of Immaculate Conception of Mary)	CLOSED	CLOSED	6:00 am – 10:00 pm only
December 11, 2019 (Wednesday-Pampanga Day Public Holiday)	Skeletal Force (8:00am - 5:00pm)	Skeletal Force (8:00am - 5:00pm)	Regular 24-hour operations
December 24, 2019 (Tuesday-Special Non-Working Holiday)	Skeletal Force (8:00am - 5:00pm)	Skeletal Force (8:00am - 5:00pm)	6:00 am – 10:00 pm only
December 25, 2019 (Wednesday-Christmas Day Regular Holiday)	CLOSED		
December 30, 2019 (Monday-Rizal Day Regular Holiday)	Skeletal Force (8:00am - 5:00pm)	Skeletal Force (8:00am - 5:00pm)	Regular 24-hour operations
December 31, 2019 (Tuesday – Special Non-Working Holiday)	Skeletal Force (8:00am - 5:00pm)	Skeletal Force (8:00am - 5:00pm)	6:00 am – 10:00 pm only
January 01, 2020 (Wednesday – New Year's Day Regular Holiday)	CLOSED		

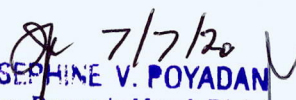
Thus, all scrap and wastages are strictly not allowed to exit at the Clark Freeport Zone (CFZ) gates during holidays, Saturdays and Sundays.

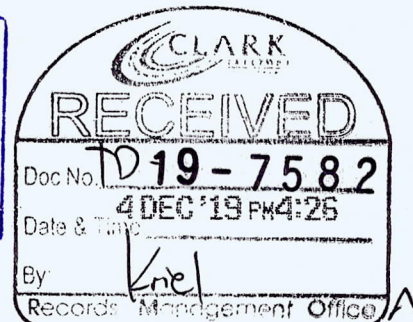
Meanwhile, regular processing of online applications for eTAPS, eDS, ePBI/PBO and Entry/Exit pass shall be uninterrupted.

Please guided accordingly.

Thank you.


ATTY. NOELLE MINA D. MENESES
 Assistant Vice President
 Business Enhancement Department

Certified copy from file:

JOSEPHINE V. POYADAN
 Manager, Records Mgmt. Division
 Clark Development Corporation



Cc: VP-BDBEG RMO HRD BOC Clark OSEDC Clark CILA

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MEMORANDUM CIRCULAR

No. CSRPD 19-12-23

FOR : **ALL CONCERNED**

SUBJECT : **YEAR 2020 SCHEDULE OF REGULAR AND NON-WORKING DAYS**

DATE : 02 December 2019

Please be informed of Proclamation No. 845 which was issued by the Office of the President of the Republic of the Philippines on 15 November 2019 pursuant to Republic Act (RA) No. 9492, declaring the following (specific or movable) as special or regular holidays for CY 2020, please see attached copy of the proclamation.

The proclamation from Malacanang declaring national holidays for the observance of Eidul Fitr and Eidul Adha shall be issued after the approximate dates of the Islamic holidays have been determined by the National Commission on Muslim Filipinos.

Lastly, the following are also declared every year as Special Non-Working Days for Pampanga, which includes CLARK FREEPORT ZONE:

Jose Abad Santos Day	May 7 (Thursday)
Pampanga Day	December 11 (Friday)

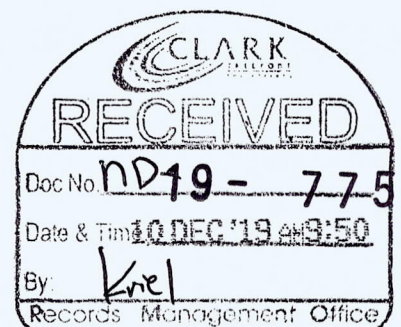
Should you have any concerns, please contact our CSR and Placement Division at (045)-499-2265 or email to jobsatclark@gmail.com. We shall be happy to assist you with your queries.

For your information and guidance.

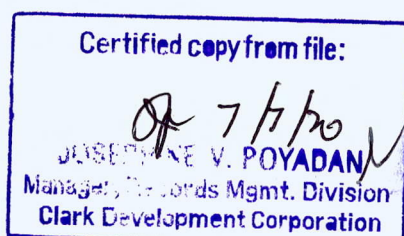
ROMMEL C. NARCISO
Assistant Vice President for External Affairs

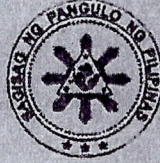
Noted by:

for: M. Mando
MARIZA O. MANDOCDOC, Ph.D.
Vice President for Administration and Finance Group



cc : RMD





MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 845

**DECLARING THE REGULAR HOLIDAYS AND SPECIAL (NON-WORKING) DAYS
FOR THE YEAR 2020**

WHEREAS, Republic Act (RA) No. 9492, dated 24 July 2007, amended Section 26, Chapter 7, Book I of Executive Order (EO) No. 292, also known as the Administrative Code of 1987, by declaring certain days (specific or movable) as special or regular holidays;

WHEREAS, RA No. 9849 dated 11 December 2009, provides that the Eidul Adha shall be celebrated as a national holiday;

WHEREAS, on 25 January 2020, Chinese nationals all over the world will celebrate Spring Festival, popularly known as the Chinese New Year, which is one of the most revered and festive events celebrated not only in China but also in the Philippines, and such date may be declared as a special (non-working) day without detriment to public interest;

WHEREAS, on 25 February 2020, the country will commemorate the 34th Anniversary of the EDSA People Power Revolution, which restored democracy and ushered political, social, and economic reforms in the country;

WHEREAS, Black Saturday, which falls on 11 April 2020, has been traditionally declared a special (non-working) day throughout the country, the observance of Holy Week being one of the most cherished traditions of our predominantly Catholic people;

WHEREAS, declaring 02 November 2020 (Monday) and 24 December 2020 (Thursday), as additional special (non-working) days throughout the country will strengthen family ties by providing more time for the traditional All Saints' Day, All Souls' Day, and Christmas Day commemorative activities, and will promote domestic tourism as well; and

WHEREAS, RA No. 10966 dated 28 December 2017, provides that December 8 of every year shall be celebrated as a special non-working holiday in the entire country to commemorate the Feast of the Immaculate Conception of Mary;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, by virtue of the powers vested in me by the Constitution as President of the Philippines, do hereby declare:

SECTION 1. The following regular holidays and special days for the year 2020 shall be observed in the country:

A. Regular Holidays

New Year's Day - 1 January (Wednesday)

THE PRESIDENT OF THE PHILIPPINES

Araw ng Kagitingan	-	9	April (Thursday)
Maundy Thursday	-	9	April
Good Friday	-	10	April
Labor Day	-	1	May (Friday)
Independence Day	-	12	June (Friday)
National Heroes Day	-	31	August (Last Monday of August)
Bonifacio Day	-	30	November (Monday)
Christmas Day	-	25	December (Friday)
Rizal Day	-	30	December (Wednesday)

B. Special (Non-Working) Days

Chinese New Year	-	25	January (Saturday)
EDSA People Power Revolution Anniversary	-	25	February (Tuesday)
Black Saturday	-	11	April
Ninoy Aquino Day	-	21	August (Friday)
All Saints' Day	-	1	November (Sunday)
Feast of the Immaculate Conception of Mary	-	8	December (Tuesday)
Last Day of the Year	-	31	December (Thursday)
Additional Special (Non-Working) Days	-	2	November (Monday)
		24	December (Thursday)

SECTION 2. The proclamations declaring national holidays for the observance of Eidul Fitr and Eidul Adha shall hereafter be issued after the approximate dates of the Islamic holidays have been determined in accordance with the Islamic calendar (Hijra) or the lunar calendar, or upon Islamic astronomical calculations, whichever is possible or convenient. To this end, the National Commission on Muslim Filipinos (NCMF) shall inform the Office of the President of the actual dates on which these holidays shall respectively fall.

SECTION 3. The Department of Labor and Employment shall promulgate the implementing guidelines for this Proclamation.

SECTION 4. This Proclamation shall take effect immediately.


SECTION 5. This Proclamation shall be published in a newspaper of general circulation.

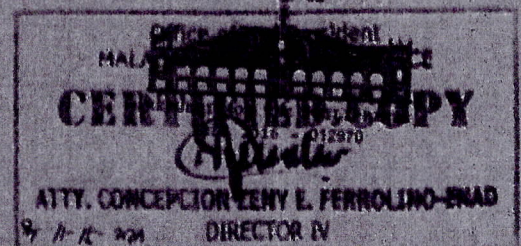
IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this **15th** day of **November** in the year of Our Lord, Two Thousand and Nineteen.

By the President:

SALVADOR C. MEDIALDEA
Executive Secretary

[Signature] 



MEMORANDUM CIRCULAR

TFD Control No. TFD 19-12-29

TO : ALL CFZ REGISTERED ENTERPRISES WITH TAX-EXEMPT AIRCRAFTS

SUBJECT : YEARLY MONITORING OF USE OF TEAs

DATE : 05 DECEMBER 2019

1. Pursuant to Memorandum Circular No. ERD 11-35, dated 12 September 2011, Section B of the "Policy Guidelines on the Admission of Duty-free and Tax-Exempt Aircrafts (TEAs)", please submit to CDC Trade Facilitation Division the Civil Aviation Authority of the Philippines (CAAP) Certification of previous year's flight schedules and total flight hours of all previously imported TEAs, reflecting that at least 51% of total flight hours are connected with Clark routes on or before 31 January 2020.
2. An inventory inspection of all tax-exempt aircrafts of Clark Freeport Zone (CFZ)-registered enterprises will be conducted jointly by an Inventory Team composed of representatives from Clark Development Corporation (CDC) and the Bureau of Customs (BOC).
3. The inspection will be conducted at the Clark International Airport Corporation (CIAC) hangar, on February 3 to 7, 2020, from 9:00 AM to 4:00 PM, in accordance with the attached schedule.

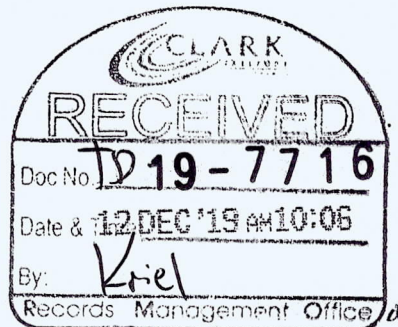
Please be guided accordingly.


EVANGELINE G. TEJADA

Vice President

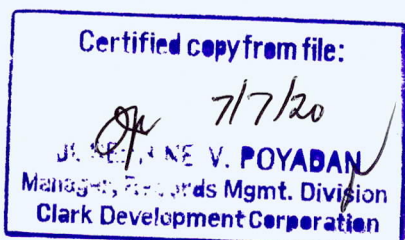
Business Development and Business Enhancement Group

cc: BOC-Clark, RMO, CILA



"A PROUD MEMBER OF THE BCDA GROUP"

Bldg. 2122 Elpidio Quirino St., Clark Freeport Zone, Philippines 2023 *Tel. No.: (6345) 599-9000 (connecting all depts.)
E-mail Address: info@clark.com.ph Website: www.clark.com.ph



Schedule for CY2019 Yearly Monitoring of Use of TEAs

February 3, 2020 - Monday

1. Alphaland Aviation
2. Asian Aerospace
3. Air Asia Inc.

February 4, 2020 - Tuesday

1. Cargohaus, inc.
2. Leading Edge Air Services

February 5, 2020- Wednesday

1. Skytactic Aero Phils.
2. Omni Aviation Corp.

February 6-7 2020 – Thursday & Friday

1. Seair, Inc.
2. TDG Asia
3. Alpha Aviation Group

MEMORANDUM CIRCULAR

TFD Control No. TFD 19-12-25

TO : ALL CFZ REGISTERED ENTERPRISES WITH TAX-EXEMPT VEHICLES

SUBJECT : ADVISORY ON THE CONDUCT OF ANNUAL YEAR-END INVENTORY OF DUTY-FREE AND TAX-EXEMPT VEHICLES INSIDE CFZ, YEAR 2019

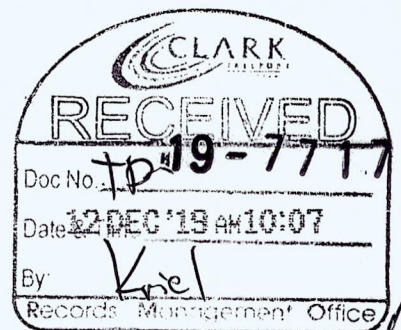
DATE : 05 DECEMBER 2019

1. Pursuant to Section VI of the "Subic-Clark Joint Policy Guidelines on the Admission Privilege for Duty-Free and Tax-Exempt Motor Vehicles" and Sec. 149 of RA 8424¹, an inventory inspection of all tax-exempt vehicles of Clark Freeport Zone (CFZ)-registered enterprises will be conducted jointly by an Inventory Team composed of representatives from Clark Development Corporation (CDC), Bureau of Customs (BOC) and Land Transportation Office (LTO).
2. The inspection will be conducted at the back of Building 2127 on January 13 to 17, 2020, from 9:00 AM to 4:00 PM, in accordance with the attached schedule.
3. We enjoin you to present your TEVs to avoid payment of the appropriate penalties.

Please be guided accordingly.


EVANGELINE G. TEJADA
Vice President
Business Development and Business Enhancement Group

cc: BOC-Clark, LTO-Dau, RMO, CILA



¹ Joint Implementing Rules and Regulations on the Identification, Control, and Use of Tax Exempt Vehicles under Republic Act No. 8424, Section 149. Automobiles

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Bldg. 2122 Elpidio Quirino St., Clark Freeport Zone, Philippines 2023 *Tel. No.: (6345) 599-9000 (connecting all depts.)
E-mail Address: info@clark.com.ph Website: www.clark.com.ph

Certified copy from file:


JOSEPHINE V. POYADAN
Manager, Records Mgmt. Division
Clark Development Corporation

Schedule for CY2019 Year-End Inventory of Imported Duty Free & Tax Exempt Vehicles
Within CFZ

January 13, 2020 – Monday

1. Amertron
2. Arjan Trading
3. Asian Aerospace
4. Cargohaus, Inc.
5. Clark Airport Support Services
6. DMIA/CIAC
7. L & T Phils. Inc.
8. Pacific Airside Services formerly Miascor Clark Aviation
9. Philexcel Business Park Inc.

January 14, 2020 – Tuesday

1. BB International Leisure & Resort
2. Best Buy
3. Clark Trading Corporation
4. Clarkfield Aviation Services
5. Demagus Trading
6. Global Catering (Clark) Services Corp.
7. Global Gateway Development Corporation
8. Hansa Toys Inc.
9. MSK

January 15, 2020 - Wednesday

1. KMH Hitech Phils. Corp. (formerly BI H & S)
2. Fontana Golf Club, Inc.
3. JM Star
4. Kilton Motor Corp
5. New Well Being SPA City
6. O & G Leather Manufacturing Copr.
7. Rikko Homes
8. Stotsenberg Leisure & park hotel Corp
9. Wind Tunnel Intl Inc.

January 16, 2020 – Thursday

1. CRL Environmental Corporation
2. Coam Phils.
3. Clark Data Center
4. DF Gangnam
5. Ecell
6. Lisbon
7. Lubwell Corp.
8. Metro Clark Waste Management

January 17, 2020 - Friday

1. Dongwang
2. Fontana Development & Leisure Park
3. Hld Clark Steel Pipe Co. Inc.
4. Northwalk Clark
5. Our Lady of Mount Carmel
6. Prudence Dev.t & Management
7. Seair, Inc.
8. YI Wine Club

MEMORANDUM CIRCULAR

NO. 1201 19-12-26

FOR : All Concerned

SUBJECT : **DEED OF ASSIGNMENTS OF LEASEHOLD RIGHTS & STOCKHOLDERS**

DATE : December 02, 2019

Please be informed that in its meeting last November 29, 2019, the CDC Board of Directors issued a suspension on the processing of applications for deeds of assignments of leasehold rights and assignments of corporate stocks pending the review of existing policies or mechanisms affecting said transactions.

The suspension shall cover the selling, transferring, mortgaging, or assigning of the following transactions where CDC is the lessor:

1. Ownership of the business or majority of the shares of outstanding capital stocks; or
2. Leasehold rights, interests, or obligations of leasehold rights.


For purposes of clarity, the suspension shall apply to all transactions submitted or pending review with CDC after November 29, 2019.

For questions or concerns, kindly direct them to the Investment Promotions Division 1 (IPD1) through your designated account officers and the following contact information:

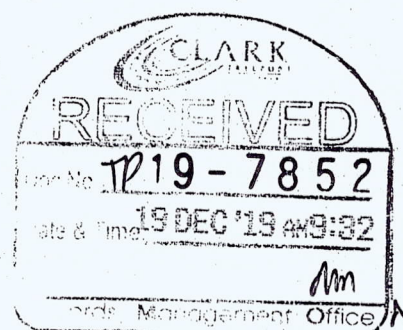
IPD1@clark.com.ph

(045) 599-2642, 599-9000 local 652 to 660

For information and guidance.



NOEL F. MANANKIL
President and CEO

OP Control No.:
19-1199



"A proud member of the BCDA group"

2/F Bldg 2125 C.P. Garcia cor. E. Quirino Ave. Clark Freeport Philippines 2023
(6345) 599-9000; info@clark.com.ph

Certified copy from file:

JOSEPH V. POYADAN
Manager, Investment Promotions Division
Clark Development Corporation