

is This section covers miscellaneous topics with regard to procedures of other government agencies. For consular procedures on Passports, Visas to the Philippines, Legalization of Documents, Reports of Birth, Marriage, Death and Dual citizenship, refer to the topics below:

### **GET A COPY OF MY AMENDED/CORRECTED INFORMATION ON MY BIRTH CERTIFICATE/MARRIAGE CERTIFICATE, FOLLOWING A COURT DECREE/LEGAL INSTRUMENT (CDLIS)?**

Republic Act (RA) 9048 authorizes the City or Municipal Civil Registrar or the Consul General to correct a clerical or typographical error in an entry and/or change the first name or nickname in the civil register without need of a judicial order.

RA 9048 amends Articles 376 and 412 of the Civil Code of the Philippines, which prohibit the change of name or surname of a person, or any correction or change of entry in a civil register without a judicial order.

President Gloria Macapagal-Arroyo approved the act on 22 March 2001. With the law taking effect on 22 April 2001, the Civil Registrar-General promulgated Administrative Order No. 1 Series of 2001, which was published in the newspaper in August that year.

The final step for those whose Civil Records that have undergone the process prescribed by RA 9048 may secure copies of their amended records from the National Statistics Office.

Currently, e-Census (online service of the National Statistics Office) is not able to accept requests for civil registry documents that have undergone correction and/or changes in entries through legal means allowed by Philippine laws. Documents that fall under this category of court decrees and legal instruments (CDLIs) include, but are not limited to:

- Supplemental reports;
- Legitimation;

- Adoption;
- Presumptive death;
- Annulment of Marriage; and
- Civil Registry of records whose entries have been corrected and/or changed through RA 9048 (Clerical Error Law); and RA 9225 (An Act Allowing Illegitimate Children to Use the Surname of the Father)

For cases under this category, the submission of copies of supporting documents is required. To apply for a copy of your corrected document, you must forward your request directly to the NSO. Submit your intention to apply for a copy of your corrected/annotated birth certificate to: [L.Hufana@census.gov.ph](mailto:L.Hufana@census.gov.ph).

Please be advised that you will be required to submit additional documents pertinent to your request, when requesting these documents for the first time. For succeeding requests for a copy, indicate in your request that the document you are getting is affected by supplemental report, court decree or legal instruments, or that it underwent changes/corrections provided for under RA 9048 or RA 9255. If you are applying via the e-Census website, please e-mail the NSO directly at:

[e-census.info@mail.census.gov.ph](mailto:e-census.info@mail.census.gov.ph)

### **CHANGE/CORRECT INFORMATION ON MY BIRTH CERTIFICATE/MARRIAGE CERTIFICATE, FOLLOWING A COURT DECREE/LEGAL INSTRUMENT (CDLIS)?**

Currently, e-Census (online service of the National Statistics Office) is not able to accept requests for civil registry documents that have undergone correction and/or changes in entries through legal means allowed by Philippine laws. Documents that fall under this category of court decrees and legal instruments (CDLIs) include, but are not limited to:

- Supplemental reports;
- Legitimation;
- Adoption;
- Presumptive death;
- Annulment of Marriage; and
- Civil Registry records whose entries have been corrected and/or changed through RA 9048 (Clerical Error Law); and RA 9255 (An Act Allowing Illegitimate Children to Use the Surname of the Father).

For cases under this category, the submission of copies of supporting documents is required. To apply for a copy of your corrected document, you must forward your request directly to the NSO. Submit your intention to apply for a copy of your corrected/annotated birth certificate to:

[L.Hufana@census.gov.ph](mailto:L.Hufana@census.gov.ph).

Please be advised that you will be required to submit additional documents pertinent to your request, when requesting these documents for the first time. For succeeding requests for a copy, indicate in your request that the document you are getting is affected by supplemental report, court decree or legal instrument, or that it underwent changes/corrections provided for under RA9048 or RA9255. If you are applying via the e-Census website, please email the NSO directly at: [e-census.info@mail.census.gov.ph](mailto:e-census.info@mail.census.gov.ph).

### **CHANGE/CORRECT INFORMATION ON MY BIRTH CERTIFICATE, WHERE IT APPEARS THAT MY FIRST NAME IS BLANK?**

Republic Act (RA) 9048 authorizes the City or Municipal Civil Registrar or the Consul General to correct a clerical or typographical error in an entry and/or change the first name or nickname in the civil register without need of a judicial order.

RA 9048 amends Articles 376 and 412 of the Civil Code of the Philippines, which prohibit the change of name or surname of a person, or any correction or change of entry in a civil register without a judicial order.

In order to supply the missing entry in your birth record, you have to file an application for a Supplemental Report at the Local Civil Registry Office (LCRO), where your birth was registered.

You must bring supporting documents, e.g., baptismal certificate, school records, etc., as these may be required in filing the application. The LCRO will then submit a copy of the Supplemental Report to NSO, along with the civil registry documents they regularly transmit to the agency.

This procedure also applies for birth records with "Baby Boy" or "Baby Girl" written as the first name for births that occurred until 1992. For the years thereafter, 1993 to the current year,

correction must be done through RA 9048 (Clerical Error Law).

For those whose births were recorded by the Philippine Consulate General New York, please refer to the following link:

[http://www.newyorkpcg.org/index.php?option=com\\_content&view=article&id=96&Itemid=132](http://www.newyorkpcg.org/index.php?option=com_content&view=article&id=96&Itemid=132)

For those born elsewhere outside the jurisdiction of the Philippine Consulate General New York, please refer to the appropriate office or Local Civil Registrar Office (LCRO).

You may also contact the NSO directly at [e-census.info@mail.census.gov.ph](mailto:e-census.info@mail.census.gov.ph) .

### **CHANGE/CORRECT THE SPELLING OF MY NAME OR THE DATE OF BIRTH ON MY PHILIPPINE COLLEGE SCHOLASTIC RECORDS?**

For schools under the auspices of the Philippine Commission on Higher Education (CHED), corrections on the transcript as far as spelling of the name and the place of birth can be made through the CHED. The list of requirements is as follows:

1. Letter-Request addressed to: The Regional Director, Commission on Higher Education, Region \_\_\_\_\_, Address
2. Certified TRUE Copy of Certificate of Live Birth

3. Notarized Original Copy and Photocopy of (NOTE: Affidavits EXPIRE Six (6) Months after) :
  - a. Personal Affidavit, and
  - b. Joint Affidavit of Two (2) Disinterested Persons (i.e. *Hindi Kamag-anak*)
4. Photocopy of Marriage Contract (Married Women ONLY)
5. Endorsement Letter from College Registrar (Incoming College Freshman ONLY)
6. Photocopy of Transcript of Records and/or Diploma (if Available)
7. Photocopy of any VALID ID CARD with Picture (i.e. Passport, PRC License, Office ID, School ID, etc.)

Processing fee P 40.00 (Payment Upon Release) or POSTAL MONEY ORDER of P 40.00 and Self Addressed Stamped Envelope if Processing is to be by POSTAL MAIL.

Processing Period 7 Working Days  
For further information, contact:  
Legal Affairs Service  
Phone: 6373570 or 6367637  
[las@ched.gov.ph](mailto:las@ched.gov.ph)

NOTE: Some universities, such as the University of the Philippines, have their own charter and are not under the auspices of the CHED. In such cases, contact the Registrar's Office of your university for proper guidance.

### **CLAIM GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS) PENSION/BENEFITS?**

1. To ENROLL - According to the GSIS, pensioners living abroad may enroll for the eCard Plus system via video call through Skype. According to the GSIS, pensioners living abroad may enroll for the eCard Plus system via video call through Skype.

Applicants need to access [www.skype.com](http://www.skype.com) to get a Skype account under their name. After having done this, applicants are asked to email the GSIS at [pensionglobal@gsis.gov.ph](mailto:pensionglobal@gsis.gov.ph) providing the full name and Skype account user name and other required information, so that the GSIS can schedule the video call for the eCard Plus enrollment. On the scheduled appointment, a GSIS representative will call the applicant through the Skype account, and guide the applicants on the steps for enrolling for the eCard and GWAPS.

**NOTE:** The GSIS computerized enrollment kiosk installed by the GSIS in the Philippine Consulate General New York in 2007 was **REMOVED BY THE GSIS IN 2008.** Pensioners no longer need to come to the Consulate to personally enroll with the GSIS system, as they can do so on their own, through the procedure described above. For more information contact the GSIS through [pensionglobal@gsis.gov.ph](mailto:pensionglobal@gsis.gov.ph)

1. To RENEW your ACTIVE STATUS as a GSIS pensioner, you can call the GWAPS hotline from abroad using (632) 976-08660 or (632) 884-7400 (international toll rates apply).

- The Voice prompt will ask you to dial your 11-digit GSIS ID card (contained on your ecard Plus) followed by the pound key (#)
- For access to [GW@PS press](#) 1
- To proceed with GW@PS press 1
- You will then be given the options for the type of GSIS service you will need. Press "3" for Annual Renewal of Active Status.
- The voice prompt then asks you to SAY the numbers "0,1,2,3,4,5,6,7,8,9,..." then press the pound (#) sign again
- To further confirm your identity, the voice prompt will ask you to state a four-digit number. Say these numbers then press the pound (#) sign.
- Wait for the voice prompt confirming the successful renewal of your active status as a

pensioner.

- This will complete the once-a-year status confirmation, to be done on your birth month, that will allow you to receive your monthly GSIS pension

Information provided by the GSIS on their website and fliers.

### **APPLY FOR AN NBI CLEARANCE FROM ABROAD? (FROM [HTTP://WWW.NBI.GOV.PH](http://www.nbi.gov.ph))**

#### **For those living / working abroad – First-time applicant for NBI clearance - Secure a **Fingerprint Card Form****

from the nearest Philippine Foreign Service Post

1. Fill-up the personal data called for on both sides of the card truthfully and legibly.
2. In case you are a married woman, the order of writing your name is as follows:
  1. Your maiden surname (father's surname).
  2. Your husband's surname.
  3. Your first name or given name.
  4. Your maternal surname (family name of your mother)
5. Attach a latest copy of your 2"x2" photograph with white background (*taken within three (3) months prior to your application*).
6. Proceed to the police agency in your locality to have your fingerprints impressed (ROLLED IMPRESSION) on the appropriate spaces. The officer/person who "fingerprinted" you should sign his name and state his official designation on the space provided for the purpose on the card.
7. Have the Fingerprint Card Form authenticated by the Philippine Consulate General/Embassy so that the document can be considered legal for use in the Philippines (fee \$25.00). Once authenticated by the Philippine Consulate, the application is considered "accomplished".
8. SENDING your accomplished form to the NBI by two means:
  1. **By Mail**- Enclose Money Order in the sum of Php 200.00 Philippine currency or bank draft which is negotiable in the Philippines payable to the Director, National Bureau of Investigation, Taft Avenue, Ermita 1000 Manila, Philippines. The following accredited banks are:

- Philippine National Bank (PNB)
- Hong Kong and Shanghai Bank Co. (HSBC)
- ANZ – A New Zealand Bank
- METROBANK
- Bank of Philippine Islands (BPI)

Upon completion of this requirement, send your accomplished form to:

**Ms. Julie Macalit**

**IRD - Mailed Clearance Section**  
National Bureau of Investigation  
Taft Ave., Ermita 1000 Manila  
Philippines

The NBI will mail you the corresponding clearance certificate after it has been processed (a maximum of three (3) days excluding days of transit).

1. ***Through a Representative*** in the Philippines – send the accomplished form to your representative, along with a signed Letter Authorizing him/her to transact business on your behalf. Your relative may visit the office of the Electronic Data Processing Division (EDPD) in NBI Taft Avenue, Manila for further assistance.

7. Receiving your Clearance Certificate - Upon receipt of your clearance certificate, please examine it for the presence of the embossed NBI DRY SEAL at its lower left portion, the clearance is invalid without it. You must also affix your clear and properly taken THUMBPRINT on the space provided for on the clearance certificate with the assistance of any local police in your area before submitting it to the end-user.

**For those living / working abroad – Applicant Renewing NBI clearance**

**- If you have your original Personal Copy of your NBI clearance issued from 1998 onwards, simply send that certificate to the NBI office for renewal, along with:☐**



1. 2"x2" photograph with white background (*taken within three (3) months prior to your application*)
2. Photocopy of your passport with date stamped proving your presence abroad
3. Update any information that needs to be updated on your old clearance certificate, else write Same Data if there are no changes. Renewal only allows changes in address and purpose of clearance.
4. If there would be changes in your NAME, DATE OF BIRTH and PLACE OF BIRTH, you are advised to fill-up the form for new applicants and attach a photocopy of your Birth Certificate or Marriage Certificate as proof on changes applied.
5. Follow the same SENDING instructions as above.

If your clearance was issued prior to 1998 or you have lost your personal copy of the certificate, follow the instructions for First Time applicants from abroad.

### **RENEW MY PHILIPPINE DRIVERS LICENSE FROM ABROAD?**

In accordance with Land Transportation Office (LTO) Administrative Order No. RIB-2008-011 Series of 2007, it is now possible for Filipinos abroad who hold authentic Philippine license who are staying abroad to renew their expired Philippine drivers' license through a representative.

The following documents must be presented by the authorized representative of the applicant:

1. Original driver's license and receipt (plus one photocopy of each);
2. Photocopy of the Philippine passport (first page, visa page and departure from the Philippines and last arrival overseas);
3. Signed Letter from the licensee to the LTO requesting the renewal, and authorizing a representative to renew the license on his / her behalf

Applicants within the National Capital Region (NCR) or Metro Manila may apply for renewal at the License Section of the Central Office of the LTO in Quezon City.

Representatives who are outside of NCR may apply at the field office of their choice.

NOTE: only an OFFICIAL RECEIPT will be issued by the LTO to those who apply for extensions on their driver's license through a representative. A new ID-card can only be issued upon the arrival of the applicant at the LTO in the Philippines and compliance with all requirements for license renewal, including the biometrics capture, medical, vision and drug test.

### **HOW DO I IMPORT A MOTOR VEHICLE INTO THE PHILIPPINES?**

#### **Can anyone bring in a motor vehicle?**

Yes, provided that the motor vehicle is brand-new. Under Banko Sentral ng Pilipinas (BSP) Circular 92, Series of 1995, dated October 19, 1995, the importation of a brand new motor vehicle of all types, including motorcycles has been liberalized and would no longer thus require prior authority to import.

#### **When is a motor vehicle brand new?**

Under the guidelines presently awaiting approved by the office of the President, a motor vehicle is brand new if and only if the following criteria are satisfied: a) That the motor vehicle is of current or advance year model; b) It has never been registered or used; and c) It is covered by a certificate of first ownership.

#### **How about motor vehicles not of current or advance year model?**

They shall be processed as in used motor vehicle.

#### **What about used vehicles?**

Only qualified individuals may bring in a used motor vehicle which shall be duly covered by a prior authority to import. Under Appendix 1-D of BSP Circular-Letter, Series 1995, dated October 19, 1995, the importation of used motor vehicles continue to be regulated and would therefore require prior authority from the Bureau of Import Services (BIS), Department of Trade and Industry (DTI).

### **Who is qualified to import used motor vehicles?**

Under Executive Order No. 248 as Implemented by BIS, in relation to BSP Circular-Letter, Series of 1995, dated October 19, 1995, the following individuals may be allowed to bring in used motor vehicles: 1. A returning Filipino or a former Filipino citizen who has stayed abroad for more than a year; 2. An immigrant to the Philippines (shall be at least a holder of a 13G Visa duly issued by the Bureau of Immigration and Deportation). Provided further that: 1. Only one (1) unit motor vehicle per family is allowed to be brought in. (A motorcycle is considered a motor vehicle for this purpose). 2. The vehicle is registered in his name for at least six (6) months prior to shipment to the Philippines; 3. Proof can be presented that the vehicle was acquired out of the earnings abroad.

### **Is the personal presence of the car owner necessary?**

Yes, personal presence by the car owner of the used motor vehicle is required.

### **Is there any other restriction on the motor vehicle that may be brought in?**

Yes, whether brand-new or not, the motor vehicle should be left-hand drive.

### **Are the imported vehicles subject to taxes and duties?**

Yes. Whether brand-new or used, purchased or donated, the imported vehicle is subject to 40% Customs duty, 10% VAT and Ad Valorem Tax from 15% to 100% depending on its piston

displacement. Its book value serves as the tax and not the purchase price nor the acquisition cost. The book value is sourced from universally accepted motor vehicle reference books such as the Red Book, Blue Book, World Book depending on the origin of the imported vehicle.

### **Are spare parts sent with the motor vehicle also taxable?**

Yes. These are taxed separately.

### **How can we inquire the taxes and duties payable?**

By writing and providing information about the vehicle as to the make, brand, year model, piston displacement, Vehicle Identification Number (VIN) or chassis number or sending a copy of the registration to:

Valuation Center and Library  
Bureau of Customs  
South Harbor, Manila

or

One Stop Processing Center for Motor Vehicle  
Manila International Container Port  
North Harbor, Manila

### **Are there other charges aside from taxes and duties?**

Yes. There are other non-customs charges that may be due on the shipment such as: storage and arrastre fees which may be collected by the privately-owned arrastre operator; demurrage by the shipping line and wharf-age dues by the Philippine Ports Authority (PPA).

### **How important is the Prior Import Authority (PIA)?**

It is very important if the vehicle would not qualify as brand-new as herein defined. A used motor vehicle not covered by PIA shall be seized and may only be released upon payment of the heavy penalties on top of the taxes and duties due thereon.

### **How is PIA obtained?**

By submitting to BIS a duly accomplished application form which may be obtained from it and the following documents duly authenticated by the nearest Philippine Consulate abroad where the car owner resides;

1. Proof of his continuous stay abroad for at least one (1) year;
2. Copy of the registration papers showing that the vehicles are registered in his name for at least six (6) months;
3. Proof that the car was acquired out of the earnings abroad.

### **Where is the BIS located?**

Bureau of Import Service  
3rd Floor, Welding Industries of the Philippines Bldg.  
349 Sen. Gil Puyat Avenue  
Makati City, Metro Manila  
Tel. No. 895-7466

### **Is depreciation in value accorded to imported vehicle?**

Yes, if the imported motor vehicle is an older model or an earlier than the current year model. The depreciation schedule is 10% per year counted downwards from the current year which has a depreciation rate of zero percent (0%). Motor vehicles with a piston displacement of 2000 cc and above may be given a maximum depreciation of 50%, while those below 2000 cc, up to the maximum of 70%.

### **Is the importation of motor vehicle subject to pre-shipment inspection (PSI/) by SGS in the country of exportation?**

Under Joint Order 1-91, individual owned motor vehicle is not subject to pre-shipment inspection by SGS. The importation thereof need not be covered by a Clean Report of Findings (CRF) issued by SGS. Non individually- owned vehicle or those imported for commercial purpose should therefore undergo PSI and their importation should be covered by CRF.

### **How long does it take to clear motor vehicle importations from customs?**

Given a complete documentation, clearance for the release of the imported vehicle in the One Stop Shop Processing Center (OSPC) takes place within forty-eight (48) hours from the filing of Customs entry.

### **Are importations of boats, yachts and motorized farm implement allowed?**

Yes, subject to the payment of taxes and duties.

## **HOW DO I IMPORT PERSONAL EFFECTS TO THE PHILIPPINES?**

Under Section 105 of the Tariff and Customs Code of the Philippines as amended by Executive Order No. 206, duty and tax free privileges, for goods that are not to be sold, bartered nor traded; not of commercial quantity; not prohibited importations and have been endorsed by the proper regulatory agency and the Bureau of Customs, can be extended to individuals based on their status, specifically:

**Returning Resident Filipino nationals** (or have re-acquired citizenship), who have had an uninterrupted stay abroad for at least six (6) months prior to their return to the Philippines, are entitled to duty and tax free privileges for personal effects and household goods, used abroad for at least six (6) months, of a dutiable value not more than Ten Thousand Pesos (10,000.00). Any amount in excess of P10,000.00 is subject to 50% duty to the first P10,000.00 exemption across the board.

**Filipino nationals who have acquired foreign citizenship and are returning using a 13-g Immigrant Visa** to settle permanently in the Philippines, who have stayed abroad for at least six months, is entitled to duty and tax exemption privileges (a maximum of P 10,000.00) for professional instruments and implements, tools of trade occupation or employment, wearing apparel, domestic animals, and personal household effects shall be exempt, provided that the change of residence was bonafide, the privilege of free entry was never availed of before and that the articles are brought from their former place of abode.

Please be advised that importation / shipping of goods are subjected to ad valorem taxes, port services and other additional costs that will be assessed only upon arrival in the Philippines.

For modes of importation and documentary requirements of the Bureau of Customs, please refer to <http://www.customs.gov.ph> , [www.dof.gov.ph](http://www.dof.gov.ph) , or e-mail to [letters@dof.gov.ph](mailto:letters@dof.gov.ph) .

[Please click here for the steps, office and requirements.](#)

**IMPORT LIVE PET ANIMALS AND HOUSEHOLD PLANTS INTO THE PHILIPPINES?**

### **Are there restrictions or conditions to the entry of pets/animals and household plant?**

Yes, there are quarantine and regulatory agency restrictions and conditions to the importations of pets/animals and household plants.

### **Are there requirements prior to shipment of household plants?**

Yes, Phytosanitary Certificate must be obtained from the concerned Government Agency at the port of origin and presented to the Plant Quarantine Officer. Plants arriving in the country without this certificate as well as those falling in the alert list may be detained.

### **How about the commercial shipment of animals, plants and their products or by-products?**

For the pertinent rules and regulations on commercial shipment of animals, plants and their products/ by-products, write to:

Bureau of Animal Industry  
Visayas Avenue  
Diliman, Quezon City  
or

The Director  
Bureau of Plant Industry  
692 San Andres, Malate, Manila.

### **What is the veterinary quarantine requirement prior to the shipment of pet animals?**

A health certificate must be obtained from the concerned government agency at the port of origin. The certificate will be required by the Veterinary Quarantine Officer at the airport/port of disembarkation. Any pet without such a certificate will be detained by Bureau of Animal Industry



(BAI) until cleared. For pet fishes, in lieu of a health certificate, a prior import permit must be obtained from the Bureau of Fisheries and Aquatic Resources (BFAR).

### For importing Dogs and Cats

- Apply for an import permit with the Animal Health Division (AHD), Bureau of Animal Industry (BAI) by writing a letter addressed to the BAI Director containing the following information:

- o Species and breed of animal

- o Sex, color and number of pets

- o Expected date of arrival

email address: [quarantine\\_bai@yahoo.com](mailto:quarantine_bai@yahoo.com)

***\*Always inquire from the Bureau of Animal Industry for new rates on inspection fees and new procedures***

- If the number of animals to be brought to the Philippines exceeds five, the animals have to be inspected at the quarantine site

- Issuance and inspection fees are P50.00 pesos and P165.00 pesos for the first two heads and P220.00 pesos for each succeeding head, respectively. Payment may be made upon arrival at the Veterinary Quarantine Unit, Ninoy Aquino International Airport

- A valid health certificate from the country of origin must be presented upon arrival

The permit is good for 2 months. Extension for another month may be requested before the Permit's expiry date.

### For Exotic Animals

- Apply for an import permit with the Animal Health Division (AHD), Bureau of Animal Industry (BAI) by writing a letter addressed to the BAI Director containing the following information:

- o Species and breed of animal
- o Sex, color and number of pets
- o Expected date of arrival

email address: [quarantine\\_bai@yahoo.com](mailto:quarantine_bai@yahoo.com)

***\*Always inquire from the Bureau of Animal Industry for new rates on inspection fees and new procedures***

- Arrange Schedule with AHD for inspection of the quarantine site
  - A CITES Certification issued by the Parks and Wildlife Bureau shall be presented
  - Issuance and inspection fees are P40.00 pesos and P10.00-50 pesos per head (depending on the size of the animal), respectively
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- A valid health certificate from the country of origin shall be presented upon arrival

The permit is good for 2 months. Extension for another month may be requested before the Permit's expiry date.

Note: Always inquire from Bureau of Animal Industry for new rates on Inspection Fees.

### **BRING IN MEDICINES TO THE PHILIPPINES? ARE THERE ITEMS THAT ARE CONSIDERED RESTRICTED OR PROHIBITED FROM IMPORTATION? WHAT ARE THESE AND WILL MY MEDICATION BE SUBJECT TO SEARCH/SEIZURE?**

#### **Prohibited Importations**

These are items generally prohibited, except when given permission under highly controlled conditions as provided for in the law. Some of these prohibited items are the following:

- Dynamite, gunpowder, ammunitions and other explosives, firearms and weapon of war, and parts thereof
- Written or printed articles, negatives or cinematographic film, photographs, engravings, lithographs, objects, paintings, drawings or other representations of an obscene or immoral character
- Articles, instruments drugs, and substances designed, intended or adapted for producing unlawful abortion, or any printed matter which advertises or describes or gives directly or indirectly information where, how and by whom unlawful abortion is produced
- Roulette wheels, gambling outfits, loaded dice, marked cards, machines, apparatus or mechanical devices used in gambling or the distribution of money, cigars, cigarettes or other articles when such distribution is dependent on chance, including jackpot and pinball machines or similar contrivances, or parts thereof
- Lottery and sweepstakes tickets except those authorized by the Philippine government, advertisements thereof, and list of drawings therein
- Any article manufactured in whole or in part of gold, silver, or other precious metal or alloys thereof, the stamps, brands or marks of which do not indicate the actual fineness of quality of said metals or alloys
- Any adulterated or misbranded articles of food or any adulterated or misbranded drugs in violation of the provision of the "Food and Drug Act"
- Marijuana, opium, poppies, coca leaves, heroin or any other narcotics or synthetic drugs which are or may hereafter be declared habit forming by the President of the Philippines, or any compound, manufactured salt, derivative, or preparation thereof, except when imported by the government of the Philippines or any person duly authorized by the Dangerous Drugs Board for medicinal purposes only
- Opium pipes and parts thereof, of whatever material
- Used clothing and rags (RA 4653)
- Toy guns (LOI 1264 dated July 21, 1982)

## Regulated/Restricted Commodities

As defined under Central Bank Circular No. 1389, series of 1993, as amended, regulated or restricted commodities are generally allowable importations but clearance/permits must be obtained from appropriate government agencies before they can be imported. Some of these commodities and their corresponding Regulatory Agency are as follows:

**COMMODITY DESCRIPTION/COMMODITY GROUP (PSCC CODE)**

**REGULATORY AGENCY ISSUING PERMIT/CLEARANCE**

Acetic anhydride (513.77-01)

Dangerous Drug Board (DDB)

Rice

National Food Authority

Sodium Cyanide (523.81-01)

Environmental Management Bureau

Chlorofluorocarbon and other Ozone Depleting Substances (511.36-03/04.511.37-00/511.38-01/511.38-

Environmental Management Bureau

Penicillin/derivatives (541.31-00/542.13.01/542.13-09)

BFAD

Refined petroleum products (Appendix 1-A)

Energy Regulatory Board

Coal and Coal derivatives (321.10-00/321.21-00/ 321.22-00/322.10-00)

Energy Regulatory Board

Color Reproduction Machines NBI and Cash Department (Subgroup 751.3)

Bangko Sentral ng Pilipinas (BSP)

Various Chemicals for the manufacture of explosives (Appendix 1-B)

PNP Firearms and Explosives Office (PNP-FEO)

Onions, garlic, potatoes and cabbage, for seedlings purposes

Bureau of Plant Industry

Pesticides incl. Agricultural Chemicals (Appendix 1-C)

Fertilizer and Pesticide Authority

Motor Vehicles, Parts and Components (Appendix 1-D)

DTI/BOI/BIS

Truck and automobile tires and tubes, used, of all sizes (LOI, 1086-Nov. 25, 1980)

DTI

No-dollar imports of used motor vehicles

## Frequently Asked Questions

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DTI

All commodities originating from Socialist and other centrally planned economy countries

PITC

Warships of all kinds

MARINA

Radioactive Materials

PNRI

Legal tender Philippine currency in excess of PHP5,000

Bangko Sentral ng Pilipinas (BSP)

Others (Appendix 1-B)

Bangko Sentral ng Pilipinas (BSP)

Agricultural Products produced locally in sufficient quantity (Appendix 1-F)

Department of Agriculture thru the National Food Authority





### HOW DO I TRANSPORT HUMAN REMAINS TO THE PHILIPPINES?

To transport human remains to the Philippines in a coffin or an urn, one must present the following:

#### Requirements for Issuance of Consular Mortuary Certificate for Shipment of Coffin bearing Human Remains

- Death Certificate - one (1) original and three (3) photocopies
- Burial Transit Permit - one (1) original and three (3) photocopies (usually a 4" X 8" card or paper permit for transport of human remains)
- Notarized Embalmer's Certificate - one (1) original and three (3) photocopies (stating that the body was duly embalmed and is in sanitary condition for shipment abroad)
- Notarized Mortuary Certificate - one (1) original and three (3) photocopies (stating that the casket contains only the body of the deceased and how the body will be shipped)
- Notarized Health Department Certificate - one (1) original and three (3) photocopies (stating that the deceased did not die of contagious disease)
- Four (4) copies of flight itinerary and consignee information
  
- flight schedule;
- consignee's address and phone number in the Philippines
- family member or contact person's address in the U.S. and in the Philippines (indicate relationship to the deceased)
- last known address of the deceased in the Philippines
  
- Proof of Citizenship - Philippine passport for Filipino citizens (or former Filipino citizen, U.S. passport or naturalization papers for other nationalities, passport)
- Processing fee of \$50.00 - \$25.00 for Mortuary Certificate and \$25.00 for Report of Death in cash, company check, money order or cashier's check payable to the Philippine Consulate General
- Self-addressed stamped envelope (US Postal Service – we recommend priority mail with delivery confirmation or express mail). Those who wish express, overnight delivery should use a courier service (FEDEX, UPS, DHL. etc.)

NOTE: Above documents should be received by the Consulate at least three (3) working days before de

### **REQUIREMENTS FOR ISSUANCE OF CONSULAR MORTUARY CERTIFICATE FOR SHIPMENT OF URNS**

- Death Certificate- one (1) original and two (2) photocopies
  - Burial Transit Permit- one (1) original and three (3) photocopies (usually a 4" X 8" card or paper permit for transport of cremated remains)
  - Cremation Certificate - one (1) original and two (2) photocopies
  - Notarized Mortuary Certificate - one (1) original and two (2) photocopies (stating that the urn contains only the cremated remains)
  - Three (3) copies of flight itinerary and consignee information - flight schedule
  - flight schedule;
  - consignee's address and phone number in the Philippines
  - family member or contact person's address in the U.S. and in the Philippines (indicate relationship to the deceased)
  - last known address of the deceased in the Philippines
- 
- Proof of Citizenship - Philippine passport for Filipino citizens (or former Filipino citizen, U.S. passport or naturalization papers for other nationalities, passport)
  - Processing fee of \$50.00 - \$25.00 for Mortuary Certificate and \$25.00 for Report of Death in cash, company check, money order or cashier's check payable to the Philippine Consulate General
  - Self-addressed stamped envelope (US Postal Service – we recommend priority mail with delivery confirmation or express mail). Those who wish express, overnight delivery should use a courier service (FEDEX, UPS, DHL. etc.)

NOTE: Above documents should be received by the Consulate at least three (3) working days before departure. Funeral Directors should contact the Philippine Consulate General at (212) 764-1330 ext. 321

### **CONDUCT A MEDICAL MISSION IN THE PHILIPPINES?**

#### **Foreign Medical Missions: Specific Guidelines**

Note: As part of its regular LINKAPIL Program, the Commission on Filipinos Overseas is prepared to assist in facilitating/expediting the requirements for all foreign medical missions who wish to practice in the Philippines. The CFO may be contacted at Citigold Center, 1345 President Quirino Avenue, corner South Superhighway, Manila, Philippines 1007, telephone number (632) 561-8327, fax number (632) 561-8332 or through e-mail address: [info@cfo.gov.ph](mailto:info@cfo.gov.ph)

The following regulations are applicable to Filipino and foreign non-government organizations and overseas medical groups intending to provide health care services in underserved areas in the Philippines, where professional services, ancillary procedures, surgical interventions, and medicines are given at no cost to the patient (DOH Administrative Order No. 179, s. 2001):

- Sponsors of foreign medical and surgical missions must obtain clearance from the Office of the Secretary of Health, through the Bureau of International Health Cooperation (BIHC), prior to the implementation of the medical and surgical mission.
- For monitoring purpose, BIHC will notify the local Centers for Health Development of the conduct of the medical mission in their areas of responsibility.
- A foreign medical and surgical mission can only be conducted in a given community with the expressed and written consent of the local government unit and the local medical society.
  
- All medical and surgical procedures to be employed must conform to accepted local and international standards.
- All medicines to be dispensed should have clearance from the Bureau of Food and Drugs as to safety and efficacy, and shall have an expiry date of no less than one (1) year upon arrival in the Philippines. Medicines must be covered by the Certificate of Product Registration.
- A referral system to follow up patients seen during the medical and surgical mission must be established by the sponsor and collaborating organization(s).
- All cases seen during the medical/surgical mission must be documented and a summary report submitted to the Center for Health Development within two (2) weeks after the medical/surgical mission with the following basic information:
  - Number and age of cases seen;
  - Diagnosis of patients;
  - List of medicines distributed and of surgical interventions done; and
  - Endorsements to the necessary health facilities.
  
- Foreign physicians and health-related professionals are not allowed to practice their professions in the Philippines without a Special Permit issued by the Professional Regulation Commission (PRC).

**Note:** Only foreign physicians, whose country grants reciprocity for Philippine physicians to practice, may be granted Special Permits by the PRC. Presidential Decree No. 541 allows professionals who were former citizens of the Philippines and who have previously passed licensure examinations in the Philippines to practice their profession while in the country on a visit, sojourn or permanent residence. The said former Filipino professionals must be practitioners of good standing prior to their departure from the Philippines and in their adopted country.

### Required Documents

The following documents will be required in requesting for clearances or endorsements in connection with foreign medical missions:

- Application letter to the Director, BIHC-Department of Health, which contains the following information:
  1. Type of mission (i.e., medical, surgical or both);
  2. Location/venue of the mission;
  3. Duration and inclusive dates of the mission; and
  4. Name of sponsor or local counterpart(s), if any.

**Important:** The application letter with the supporting documents should be received by BIHCDOH at least three (3) months before the proposed schedule of the mission.

- List of the names of the medical and surgical team and credentials of each medical/paramedical member. The following duly authenticated credentials of the members of the medical team members must also be submitted:
  1. Two copies of passport size photograph taken not more than three (3) months before the filing of application;
  2. Photocopy of valid/current certificate of license to practice profession in their own country; and
  3. Documents attesting to the specialized studies, fields of specialization or experiences (if any).

4. List of medicines (generic or brand names) and medical supplies that will be brought in or donated by the medical team, with the corresponding quantity, specification, and approximate value; and
5. Endorsement of the local government unit or an accredited professional medical organization.

**Note:** The original copies of the documents need to be presented for verification, unless the photocopies are authenticated by competent or legally authorized persons or officers.

The DOH will review the request and will consult with the Professional Regulation Commission (PRC), the Board of Medicine, the Philippine Medical Association (PMA), and the Philippine Hospital Association (PHA), whenever necessary. In certain cases, the DOH may recommend alternative activities, locations, or arrangements to coincide with government priorities. The head of the medical mission or the local sponsor/project coordinator will be informed, within two (2) weeks after receipt of the request of either the approval or disapproval of the request, and the reason for the decision. DOH may also recommend activities, tentative schedules, alternative sites/venues or arrangements, if any. The sponsor or local counterpart is required to submit an exit/termination report after the completion of the mission to the DOH through the Regional Director concerned.

### Special Permit

A foreign physician and health-related professional can only practice his/her profession in the Philippines with a Special Permit from the Professional Regulation Commission. The following documents are required by PRC for the grant of Special Permit to foreign physicians:

1. Letter from the sponsoring local association, organization or entity requesting the PRC and the concerned Professional Regulatory Board for the issuance of Special Permits to members of the Medical Mission for a short period (not to exceed thirty days), indicating the specific municipality/city/province where the medical mission will be conducted.
2. Endorsement from the following accredited professional organization, if the sponsoring organization is not an accredited professional organization:
  1. Philippine Medical Association; for physicians
  2. Philippine Dental Association; for dentists
  3. Philippine Association of Optometrists; for optometrists
  4. Philippine Nurses Association; for nurses

5. Endorsement of the Department of Health
6. Curriculum vitae of the members of the medical mission team duly authenticated by the Philippine Embassy/ Consulate with jurisdiction
7. Current/valid licenses to practice their profession in their own country
8. Residency Certificate (for anesthesiologists) and Board Certification (for surgeons and ophthalmologists)

Applications for release of Special Permits for the conduct of foreign medical missions must be submitted to the Professional Regulation Commission not later than ninety (90) days before the proposed medical mission.

The PRC notifies the sponsor of the medical mission of the approved resolution granting the issuance of Special Permit. PRC will charge a registration fee of One Thousand Two Hundred Fifty Pesos (P1,250.00) for each permit issued.

### **REFERENCES:**

Guidelines for Granting Permits To Foreign Doctors Conducting Medical Missions Sponsored By Local Private Organization, Resolution No. 06, s. 1991 of the Board of Medicine.

Policies and Guidelines in the Conduct of Local and Foreign Medical and Surgical Missions, Administrative Order No. 179, s. 2001, Department of Health.

Presidential Decree No. 541, Allowing Former Filipino Professionals to Practice their Respective Professions in the Philippines

Securing duty-free clearance for donated items

- To secure duty-free clearance from the DOF, donations of medicines and medical

supplies must be consigned to private (primary and secondary) and government hospitals duly licensed to operate by the DOH. Even if said donations are exempt from duties, these would still be subject to Value-Added Tax, which is computed at ten percent (10%) of the total landed cost of shipment.

- The following are the requirements in requesting for duty-free clearance from the DOF for the said donation:

- From the donor:
  - Deed of donation duly authenticated by the Philippine Embassy or Consulate;
  - Packing list or itemized list of donated items; and
  - Shipping documents (bill of lading/air waybill).
  
- From the donee/consignee:
  - Letter to the DOF/National Economic and Development Authority requesting for the issuance of duty-free clearance for the donation;
  - Duly notarized Deed of Acceptance;
  - Current and valid DOH License to Operate;
  - Endorsement from DOH; and
  - Certificate of Product Registration from BFAD (for medicines).

- For medicines, the following additional information will be required:
  - Generic name/brand name;
  - Formulation;
  - Dosage forms/strengths;
  - Batch/lot number and expiration date of at least six (6) months upon arrival in the Philippines; and
  - Name and address of the manufacturer.

- Donors are also advised to withhold shipment of the donation to the Philippines unless prior coordination with the local consignee has been made, and appropriate clearances from the government agencies concerned have been secured.

## **HOW DO I ADOPT A CHILD FROM THE PHILIPPINES?**



A child who is below 15 years of age and is in the legal custody of the Department of Social Work and Services (DSWD) may be adopted under the inter-country adoption law. Prospective adopters may contact:

The Inter-Country Adoption Board  
Department of Social Welfare and Development  
6th Floor Sinagoga Bldg.  
Sinagoga St., Malate, Manila  
Tel. Nos. : (632) 525-1375; (632) 524-1243;  
Fax : (632) 524-1425  
URL: [www.dswd.gov.ph](http://www.dswd.gov.ph)

Northeast US residents may also contact any of the following DSWD-accredited, non-profit adoption agencies:

### **CONNECTICUT**

International Alliance for Children  
23 South Main Street  
New Milford, Connecticut 06776  
(Mrs. Jan Mabasa)

### **DELAWARE**

Welcome House  
P.O. Box 1079  
Hockessin, Delaware 19707  
tel: 301-239-2102

### **MAINE**

Christian Adoption Services  
624 Matthews, Minthill Road, Suite 134  
Matthews, N. Carolina 28105  
(Mr. James M. Woodward)  
tel: 704-847-0038

### **PENNSYLVANIA**

Welcome House Adoption Agency

P.O. Box 836  
Doylestown, Pennsylvania 18901  
(Mr. Raymond Naylor)

### **MASSACHUSETTS**

Wide Horizons for Children, Inc.  
282 Moody Street  
Waltham, Massachusetts 02154  
(Mrs. Marylou Eshelman, LCSW)

### **NEW JERSEY**

Holt International Children's Service  
P.O. Box 7608  
West Trenton, NJ 08628  
(Ms. Patricia Keltie, ACSW)  
609-882-4972

### **NEW YORK**

International Social Service  
American Branch, Inc.  
95 Madison Avenue  
New York, New York 10016  
(Mrs. Lemina C. Cashel, MSW)

### **GUIDELINES ON INTER-COUNTRY ADOPTION**

Republic Act 8043 also known as the Inter-Country Adoption Act was enacted in 1995 to allow aliens to adopt Filipino children if such children cannot be adopted by qualified Filipino citizens.

### **WHO MAY BE ADOPTED?**

Only a child who is below 15 years of age and is voluntarily or involuntarily committed to the Department of Social Work and Services (DSWD) may be adopted under the inter-country adoption law. For such a child to be considered for placement, the following documents must be submitted to the DSWD's Inter-Country Adoption Board:

1. Child Study to be prepared by the social worker of the DSWD or the accredited placement NGOs

2. Birth Certificate/ Foundling Certificate
3. Deed of voluntary commitment/ decree of abandonment/ death certificate of parents
4. Medical evaluation/ history
5. Psychological evaluation by the social worker of the DSWD or accredited placement NGO
  
6. Recent photo of the child

### **WHO MAY ADOPT?**

The following qualifications are required of an alien or Filipino citizen permanently residing abroad to be eligible to adopt a Filipino child under the inter-country adoption law:

1. At least 27 years of age and at least 16 years older than the child to be adopted at the time of application unless the adoptor is the natural parent of the child to be adopted or the spouse of such parent;
2. If married, his/ her spouse must be jointly file for the adoption;
3. Is capable of acting and assuming all rights and responsibilities of parental authority under his national law, and has undergone the appropriate counseling from an accredited counselor in his/her country;
4. Has not been convicted of a crime involving moral turpitude;
5. Is eligible to adopt under his/her national law;
6. Able to provide for the proper care and support and to give the necessary moral values and example to his children, including the child to be adopted;
7. Agrees to uphold the basic rights of the child as embodied under Philippine laws, the UN Convention on the Rights of the Child, and to abide by the rules and regulations issued to implement the provisions of this Act;
8. Comes from a country with whom the Philippines has diplomatic relations and whose government maintains a similarly authorized and accredited agency and that adoption is allowed under his/her national laws; and
9. Possesses all the qualifications and none of the disqualifications provided by applicable Philippine laws.

### **What is the INTER-COUNTRY ADOPTION BOARD (ICAB)**

A seven-member Inter-Country Adoption Board acts as the central authority in matters relating to inter-country adoption. It serves as a policy-making body in consultation and coordination with the DSWD, various child-care placement agencies, adoptive agencies, and

non-government organizations engaged in child care and placement activities.

### **WHERE TO FILE APPLICATIONS**

Applications for inter-country adoption may be filed in either of these venues:

1. Philippine Regional Trial Court having jurisdiction over the child; or
2. Inter-Country Adoption Board through an intermediate agency. An intermediate agency is a government agency or an authorized and accredited agency in the country of the prospective adoptive parents. Please see the list of accredited agencies above.

### **DOCUMENTARY REQUIREMENTS**

The application to adopt must be submitted together with the following documents:

1. Birth Certificate of applicant(s);
2. Marriage contract, if married, and divorce decree, if applicable;
3. Written consent from their biological or adopted children above ten (10) years of age, in the form of sworn statement;
4. Physical, medical, and psychological evaluation by a duly licensed physician and psychologist;
5. Income tax returns or any document showing the financial capability of the applicant(s);
6. Police clearance of applicant(s);
7. Character reference from the local church/ minister, the applicant's employer and a member of the immediate community who have known the applicant(s) for at least five (5) years; and
8. Recent postcard-size pictures of the applicant(s) and his immediate family.

### **PRE-ADOPTIVE PLACEMENT COSTS**

The applicant shall bear the following costs incidental to the placement of the child:

1. The cost of bringing the child from the Philippines to the residence of the applicant(s) abroad including all travel expenses within the Philippines and abroad; and
2. The cost of passport, visa, medical examination and psychological evaluation required, and other related expenses.

For details, please contact:

The Inter-Country Adoption Board  
Department of Social Welfare and Development  
6th Floor Sinagoga Bldg.,  
Sinagoga St.,  
Malate, Manila  
Attn: The Executive Director  
Tel. Nos. : 525-1375; 524-1243  
Fax : 524-1425  
URL: [www.dswd.gov.ph](http://www.dswd.gov.ph)

### **DONATE BOOKS TO SCHOOLS IN THE PHILIPPINES? CAN THESE ITEMS BE EXTENDED DUTY-FREE ENTRY STATUS AND BE BROUGHT INTO THE PHILIPPINES WITHOUT CUSTOMS DUTIES AND TAXES?**

Food, medicine and other relief goods, books and educational materials, essential machineries/equipment, consumer goods and other articles may be granted duty-free entry by the Department of Finance and the Bureau of Customs, upon the recommendation of the Department of Social Work and Development or other concerned agency. Prospective donors can seek assistance from the:

E-mail [cfodfa@info.com.ph](mailto:cfodfa@info.com.ph)

Donated goods that may be allowed duty-free entries are food, medicines and other relief goods; books and educational materials; essential machineries/equipment; consumer goods and other articles subject to certain conditions. Used clothes are considered regulated/restricted items and can only be received by the Department of Social Welfare and Development (DSWD) and welfare organizations accredited by the DSWD.

## **REQUIREMENTS FOR THE PROCESSING OF DONATIONS WITH DUTY-FREE PRIVILEGE**

The documents required from the donor prior to the issuance of duty-free certification by the government agencies concerned are the following:

1. Deed of Donation, duly authenticated by the Philippine Consulate General;
2. Commercial Invoice and/or packing list/inventory of donated items; and
3. Shipping documents (bill of lading/airway bill).

## **PROCEDURES TO FACILITATE THE ENTRY, PROCESSING AND RELEASE OF FOREIGN DONATIONS**

### **A. Prior to Shipment**

1. Prospective donors who intend to ship goods/articles/equipment must inform the Consulate General of their intention to donate. The donor will have to provide the Consulate with a complete list of items to be donated, name of consignee, his complete address, and telephone number, and the contact person in the Philippines.
2. The Philippine Consulate General will refer the prospective donation to the Commission on Filipinos Overseas (CFO). Upon receipt of the notice of intent to donate, the CFO will coordinate with government agencies concerned and the designated consignee to determine if the intended donation is eligible for duty-free entry and if the designated consignee is qualified to accept the donation free from duties. The CFO will inform the Philippine Consulate General about the requirements and obligations in connection with the intended donation; and
3. The Philippine Consulate General will advise the donor on feedback from Manila, including the requirements for duty-free entry. The Philippine Consulate General authenticates the Deed of Donation prior to its shipment in Manila.

### **B. Shipment of Donations**

1. To allow sufficient time for the processing of the donation, the donor must send advance copies of the following documents to the designated consignee at least thirty (30) days prior to the actual shipment of the goods to the Philippines;
  - a. Deed of Donation, duly authenticated by the Philippine Consulate General; and
  - b. Commercial invoice and/or packing list/inventory of donated items.
  
2. The Donor must ensure that the name of the consignee is identical in both Deed of Donation and the shipping documents, i.e. Bill of Lading or the Airway Bill. The donor must also determine that the shipment contains only the items in the packing list. The donor may also send advance copies of the aforementioned documents to the CFO through the Philippine Consulate General for purpose of coordination.
  
3. Upon receipt of the advance copies of required documents from the donor, the recipient will be advised to coordinate with appropriate agencies and submit required documents; and
  
4. The recipient must monitor the arrival of the shipment by coordinating with the shipping agency. The shipping agency will usually send an arrival notice to the consignee.

### **C. Processing of Donations**

1. Upon receipt of the request of the consignee for the duty-free importation, the appropriate agency (Department of Social Welfare and Development, Department of Education, Culture and Sports, or the National Economic Development Administration) will recommend to the Department of Finance (DOF) that the importation be exempted from customs duties, if deemed meritorious. These agencies can also recommend denial of the request for exemption from payment of duties;

2. Upon endorsement by the appropriate agency for the duty-free entry of the donation, the DOF will issue a clearance and will forward this document to the Tax Exemption Division, Bureau of Custom (BOC). The consignee may obtain a duplicate copy of the DOF clearance from DOF;
  
3. The Tax Exempt Division of the BOC will endorse the release of donation and will forward this document to the Informal Entry Division (IED) of the BOC District Office concerned (i.e. South Harbor, Manila International Container Port, Ninoy Aquino International Airport, etc.). The IED checks, verifies, appraises, and examines the donated shipment; The original copies of the Deed of Donation, commercial invoice and/or packing list, and the Bill of Lading or the Airway Bill must be received by the consignee on or before the arrival of the shipment in the Philippines to effect its release; and
  
4. After the consignee complies with all the documentation and pays the charges (i.e. arrastre, wharfage, value-added tax, etc.), the BOC will release the shipment to the consignee.

NOTE: All donations, regardless of its type or classification, follow the general procedures instituted in facilitating its entry, processing, and release, and should satisfy as well the general requirements in availing of duty-free privileges. Depending of the type of donations and/or the identified beneficiaries, however, concerned Departments/agencies in the Philippines, i.e. DSWD, Department of Health, Department of Finance, National Economic and Development Authority, and the Bureau of Food and Drugs, may prescribe additional requirements and procedures in the processing of foreign donations.

For assistance, questions and/or additional information, prospective donors may contact the CFO at the following address, telephone/fax numbers and e-mail address:

**Commission on Filipinos Overseas**

1345 Citigold Center  
Quirino Avenue cor. South Superhighway  
Manila, Philippines  
Tel # 011.632.562.3852



Fax # 011.632.561.8332

E-mail: [cfodfa@info.com.ph](mailto:cfodfa@info.com.ph)

### **SECURE A J1-WAIVER (FOR THE TWO-YEAR HOME COUNTRY RESIDENCY REQUIREMENT FOR EXCHANGE VISITORS)?**

#### **Section 1. Purpose**

- To prescribe guidelines and procedures relative to the grant or non-grant of requests of exchange visitor participants for the waiver of the two-year home residency requirement through the No Objection Statement (NOS) by the Philippine Government.
- To provide guidelines in the processing and evaluation of applications for NOS under the alternative arrangement prescribed by the Exchange Visitor Program Committee.

Please go to [http://www.evpcommittee.ph/pdf/EVP\\_Guidelines\\_and\\_Procedures\\_on\\_the\\_Waiver.pdf](http://www.evpcommittee.ph/pdf/EVP_Guidelines_and_Procedures_on_the_Waiver.pdf) for more information.

### **FIND OUT IF I AM ELIGIBLE FOR TRAVEL TAX EXEMPTION? HOW DO I SECURE A TRAVEL TAX EXEMPTION CERTIFICATE?**

According to the Philippine Tourism Authority (<http://www.philtourism.gov.ph>) the travel tax is a levy imposed by the Philippine government on the following individuals who are leaving the country irrespective of the place where the air ticket is issued and the form or place of payment, as provided for by Presidential Decree (PD) 1183, as amended:

#### **A. Citizens of the Philippines;**

#### **B. Permanent resident aliens whose immigration status maybe any of the following:**

Sec. 13 Quota or Preference Immigrant Visa

Sec. 13 A Visa issued to an Alien Spouse of Philippine Citizen

Sec. 13 B Child born outside the Philippines by a 13A Mother

Sec. 13 C Child born in the Philippines by a 13A Mother

Sec. 13 D Loss of Citizenship by a Filipino Woman by her Marriage to an Alien

Sec. 13 E Returning Resident

Sec. 13 G Former Natural-born Citizen of the Philippines who was Naturalized by a

Foreign Country

TRV Temporary Residence Visa

RA 7919 Alien Social Integration Act of 1995

RC /RFC Recognition as Filipino Citizen

RA 7837 Permanent Resident

### **C. Non-resident aliens who have stayed in the Philippines for more than one (1) year.**

**Note:** Non-immigrant aliens who have not stayed in the Philippines for more than a year are not covered by the travel tax. However, PTA F356 needs to be prepared by the ticketing officer for passengers with the following immigration status except for FGO & their dependents (Sec. 9E) who have stayed for more than a year, they have to secure Travel Tax Exemption Certificate.

EO 408 / E0 Tourist without visa

- EO 21 Stay valid for 21 days

- 11 Days Stay valid for 11 days

- 7 Days Stay valid for 7 days

BB Balikbayan

Sec. 9A Temporary Visitor coming for business or for pleasure or for reasons of health

Sec. 9B Transit Passengers

Sec. 9C Foreign Seamen

Sec. 9D Treaty Trader / Investor

Sec. 9E Foreign Government Officials

Sec. 9F Foreign Students

Sec. 9G Pre-arranged Employee

47 A2/PEZA Special Non-immigrant Visa

47B Refugees

PD 1034 Executives of Multinational Companies

EO 63 / EO 226 / RA 8756 Omnibus Investment Act of 1987

- SIRV - Special Investor Resident Visa

RA 7227 Bases Conversion and Development Act of 1992

- SSIV - Subic Special Investor's Visa

- SSRV - Subic Special Retiree Visa
  
- SSRV - Subic Special Retiree Visa
  
- SSWV - Subic Special Working Visa
  
- SCWV - Special Clark Working Visa

EO 1037 / SRRV Special Resident Retiree Visa

EO 191 Granting No-Visa Entry for Initial Stay of 7 Days for Chinese Nationals who are holders of Macao - Portuguese Passport

LOI 911 / LOI Granting No-Visa Entry for Initial Stay of 7 Days for holders of HK-British-HK-SAR Passport

As mandated by the law, the taxes are divided among the Philippine Tourism Authority (PTA), the National Parks Development Committee (NPDC), the National Commission for Culture and the Arts (NCCA), Commission for Higher Education (CHED), and the General Fund of the National Government for use in government programs.

Per Foreign Service Circular No. 72-10 dated 13 July 2010, Philippine Missionaries assigned abroad who are departing the Philippines for their country of assignment are also eligible for Travel Tax Exemption, under Section 2d of PD 1183 as amended, provided that prior to the departure, the Philippine missionary is able to submit to the Philippine Tourism Authority a

Certificate of Employment issued by the Philippine Embassy / Consulate with jurisdiction over the country of assignment of the applicant, the supporting document needed for the issuance of a Travel Tax Exemption Certificate. For a copy of FSC No. 72-10 dated 13 July 2010 and the letter issued by the Philippine Tourism Authority, Manila, [click here](#).

For procedures on securing a Travel tax exemption Certificate, please go to <http://www.tieza.com.ph/pages-travel-tax.php>