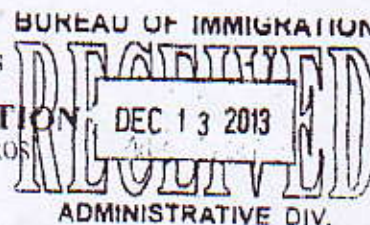


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA



MEMORANDUM CIRCULAR NO. SBM NO. 2013- 002

**GUIDELINES FOR THE CONDUCT OF
THE ANNUAL REPORT 2014**

WHEREAS, Section 10 of R.A. 562 or the Alien Registration Act of 1950 and existing regulations required all registered aliens to report in person to the Bureau of Immigration or to any of its offices within the first sixty (60) days of every calendar year;

WHEREAS, there is a need to strictly enforce compliance of the law in the interest of national security, public safety and public order pursuant to the mandate of the Bureau as a law enforcement agency;

WHEREAS, there is a need to consolidate, modify or amend existing rules and regulations to eliminate confusion and delay in the annual report and provide prompt and efficient service to the public;

NOW, THEREFORE, pursuant to the rule-making power of the Commissioner of Immigration under Section 3, C.A. No. 613 or the Philippine Immigration Act of 1940, as amended and Section 29 and 36, Chapter 6, Book IV, Title III, E.O. No. 292 or the revised Administrative Code of 1987, this Memorandum Circular is hereby issued:

Sec. 1. Short Title. – The Title of this Memorandum Circular shall be “Guidelines for the Conduct of the Annual Report 2014.”

Sec. 2. Coverage. – All registered aliens shall appear in person and pay their annual report in the amount of P310.00.

Sec. 3. Appearance in person; Exceptions. – all aliens are required to personally appear for the annual report.

However, this rule may be dispensed with in the following cases:

1. When the alien is below 14 years of age or 65 years of age or over;
2. In case the alien is insane, an imbecile, incompetent or of unsound mind. A medical certificate issued by a private physician and verified by BI medical physicians shall be submitted as proof of such condition;
3. In case the alien is confined in a penal institution or hospital. A duly notarized certificate and/or certificate of confinement from the medical institution attesting to such fact shall be submitted;
4. Other physical or legal condition making the appearance in person of the alien impossible with sufficient proof attesting to such fact;

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5. When the alien is out of the country provided he/she pays within thirty (30) days upon arrival in the country;
6. When the appearance in person is waived by the Commissioner or his/her duly authorized representative.

No other circumstance shall justify the non-appearance of the registered alien.

Section 4. Documentary requirements.- The registered alien shall bring/submit the following in making the annual report:

- a. Original ACR I-Card or paper-based ACR; and
- b. Duly notarized and accomplished application form

Section. 5. Duty of ACO's. - It shall be the responsibility of the ACO's/Heads of District, Field and Extension Offices to submit weekly and monthly reports to the Alien Registration Division on the actual numbers of aliens who made the annual report for proper monitoring.

Sec. 6. Monitoring. - The Alien Registration Division (ARD) is hereby directed to monitor and strictly comply with the foregoing Rules.

Section 7. Repealing Clause. - All rules, regulations and issuances inconsistent herewith are hereby repealed, amended or modified accordingly.

Section 8. Effectivity. - This Order shall take effect immediately.

December 12, 2013.


SIEGFRED B. MISON
OIC- Commissioner

BUREAU OF IMMIGRATION
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 BY: Carla TIME: 11:02H



REPUBLIC OF THE PHILIPPINES
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 1002 MANILA

BUREAU OF IMMIGRATION
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 ADMINISTRATIVE DIV.

BI ADVISORY SBM NO. 2013- 007

Notice to all Registered Aliens Re: Annual Report 2014

In line with the forthcoming Annual Report 2014, all registered aliens shall within the first sixty (60) days of every calendar year report in person to the Bureau of Immigration Main Office at Intramuros, Manila, if residing in Metro Manila, or to any of its Sub-port, District, Field/Satellite/Extension Offices, if residing therein or nearest to your place of residence, pursuant to Section 10 of R.A. 562 or the Alien Registration Act of 1950.

The parent or legal guardian of an alien who is less than fourteen (14) years of age shall have the duty of reporting for such alien. Failure to comply with the provisions of the Alien Registration Act of 1950 is subject to administrative fine and/or imprisonment, at the option of the Commissioner of Immigration.

Please bring original ACR I-Card or paper-based ACR and duly accomplished application form in making your annual report. You may download AR application forms at our website at www.immigration.gov.ph for your convenience.

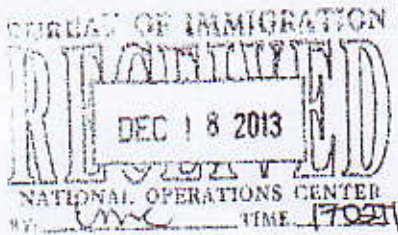
For your information and guidance.

December 12, 2013.

Siegfred B. Mison
SIEGFRED B. MISON
 Officer-In-Charge

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



BI ADVISORY SBM NO. 2013- 008

**Notice to Travel Agencies, Law Firms &
 Other Entities accredited by the Bureau
 Re: Annual Report 2014**

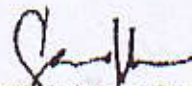
In line with the forthcoming Annual Report 2014, all accredited travel agencies, law firms and other entities transacting with the Bureau of Immigration are hereby informed that the BI is strictly enforcing the personal appearance of aliens in the Annual Report pursuant to Section 10 of R.A. 562 or the Alien Registration Act of 1950 and existing rules & regulations.

Henceforth, all liaison officers/representatives are, as a general rule, prohibited from accomplishing the application form or paying the annual report in behalf of their clients unless they fall within the exceptions provided under Memorandum Circular SBM No. 2013-002 Re: Guidelines for the conduct of the Annual Report 2014.

However, they can assist their clients only at designated areas at the BI office concerned to facilitate the processing of the annual report. You may download AR application forms at our website at www.immigration.gov.ph for your client's convenience.

For your information and guidance

December 12, 2013.


SIEGFRED B. MISON
 Officer-In-Charge

SM