[BI IMMIGRATION OPERATIONS ORDER NO. SBM-2014-041, September 23, 2014]

PRESCRIBING THE RULES AND PROCEDURES FOR THE PROCESSING OF APPLICATIONS OF SPECIAL WORK PERMIT (SWP) FOR FOREIGN ARTISTS, ATHLETES AND RELIGIOUS PREACHERS

Adopted: 23 September 2014
Date Filed: 24 September 2014

Pursuant to Section 3 of Commonwealth Act No. 613, as amended, otherwise known as the "*Philippine Immigration Act of 1940*", and in order to institutionalize and standardize the processing of applications of Special Work Permits for artists, athletes and religious preachers, the following rules and procedures are hereby prescribed:

Section 1. *Persons required to secure a SWP*. – The following foreign nationals are required to secure SWP:

a. Artists performing in concerts, musicals or public performances, including members of the production staff and crew;
b. Athletes participating in sports competitions, meets or tournaments, including coaches, trainers and assistants; and
c. Visiting religious personalities conducting preaching activities.

Section 2. *Who shall file.* – The promoter/organizer of the event in the Philippines shall file, as petitioner, the application for the issuance of SWP in behalf of the foreign artist, athlete or religious preacher.

Section 3. *Period to file*. - The application for SWP must be filed at least three (3) working days prior to the scheduled event.

Applications filed less than three (3) working days prior to the scheduled event/competition shall pay double the Express lane fee in the amount of One Thousand Pesos (Php1,000.00) per artist/athlete/religious preacher.

Application filed on the day or after the scheduled performance or event shall be denied and sanctioned as provided in Section 5 hereof.

Section 4. *Procedures*. – The following procedure shall be observed in the processing of SWP applications:

A. Central Receiving Unit (CRU)

Upon determination that all the supporting documents for the application are complete and in order in accordance with the checklist of requirements and after full