

**[BOI Operations Order No. SBM-2015-029,
September 11, 2015]**

**GUIDELINES ON THE DISPOSAL OF EXPIRED AND UNCLAIMED
TEMPORARY VISITOR'S VISA ALIEN CERTIFICATE OF
REGISTRATION IDENTITY CARD (ACR I-CARD)**

*Adopted: 11 September 2015
Date Filed: 15 September 2015*

WHEREAS, Memorandum Order No. MCL-10-004, Section 3 requires that the Temporary Visitor's Visa (TVV) ACR I-Card issued to temporary visitors who already stayed in the country for more than fifty-nine (59) days and temporary visitors who obtained Special Study Permits and Special Work Permits (SWP) shall be dependent or co-terminus on the validity of the visa/permit granted but not to exceed one (1) year;

WHEREAS, the Tourist Visa Section (TVS) and Sub-Port Offices maintain an inventory of unclaimed TVV ACR I-Cards that have already expired;

WHEREAS, there is a need to standardize and institutionalize procedures in the proper disposal of expired and unclaimed TVV ACR I- Cards;

WHEREFORE, pursuant to the rule-making power of the Commissioner under Section 3, C.A. No. 613, as amended, the following are hereby ordered:

Section 1. Disposal of Expired and Unclaimed TVV ACR I-Card. – All issued TVV ACR I-Cards in the possession of TVS and Sub-Port Offices that have already expired and have not been claimed by the grantee or authorized representative at the end of every quarter shall be disposed.

Section 2. Duties of the Alien Control Officers (ACOs) of Sub- Port Offices. – All ACOs in Sub-Port Offices shall:

- a) Prepare and maintain an inventory of expired and unclaimed TVV ACR I-Cards at the end of each and every quarter using the Inventory Form of Expired and Unclaimed TVV ACR I-Card (Annex "A");
- b) Ensure that the total number of TVV ACR I-Cards and the information details thereof exactly corresponds to the TVV ACR I- Cards listed in the Inventory Form; and
- c) Submit the Inventory Form of Expired and Unclaimed TVV ACR I- Card and the physical TVV ACR I-Cards listed therein to the TVS within ten (10) working days from the end of each quarter.

Simultaneously, a soft copy of the inventory shall likewise be sent to TVS through