

**[ BI MEMORANDUM ORDER NO. 04, May 04, 2009 ]**

**ESTABLISHING THE IMMIGRATION AREA OFFICES IN THE BUREAU OF IMMIGRATION, DEFINING THE FUNCTIONS, DUTIES AND RESPONSIBILITIES THEREOF, AND FOR OTHER PURPOSES**

WHEREAS, the Bureau of Immigration (BI) is principally responsible for the administration and enforcement of immigration, citizenship and alien admission and registration laws, with the Immigration Commissioner exercising overall authority in matters within the Bureau's jurisdiction, including those relating to its operations and the enforcement of all laws and regulations pertaining thereto (*Commonwealth Act (CA) No. 613, otherwise known as the Philippine Immigration Act of 1940, as amended; Section 29, Chapter 6, Book IV of the Administrative Code of 1987, Executive Order (EO) No. 292, s. 1987*);

WHEREAS, the Philippines both as a tourist destination and as a foreign investment hub, is experiencing a steady influx of foreigners in the past several years, many of whom are based in different provinces where they are engaged in lawful and gainful business, investment and/or employment, enrolled in educational institutions and other learning centers, or just on pleasure trips, thereby resulting in the urgent need to enhance the responsiveness of BI's organizational structure so that it can effectively and efficiently deliver its multifarious functions in a coordinated manner, especially in its district and sub-port offices;

WHEREAS, the BI has recommended the establishment of Immigration Area Offices (IAO) in accordance with the expansion of its decentralization program and from within the framework of its existing organizational set-up, as an urgent institutional strengthening measure to improve the Bureau's performance, enabling it to provide effective and efficient public service while at the same time encouraging faithful compliance with immigration laws, rules and regulations, considering that foreigners in the various provinces will no longer bear the inconvenience of traveling all the way to Manila to have their visas, permits, and other immigration documents processed;

WHEREAS, the Secretary of Justice, as *alter ego* to Her Excellency the President and as Department Head, exercises supervision and control over the Bureau of Immigration as an agency of the Department of Justice (*Section 6 & 7, Chapter 2 and Section 39, Chapter 8, Book IV, EO 292 s. 1987; Section 4, Chapter 1, Title III, Book I V, EO 292 s. 1987; Villena v. Secretary of Interior, 67 Phil. 451, 464 [1939]*);

NOW, THEREFORE, pursuant to the provisions of *Section 7 (3 & 4), Chapter 2, and Section 20 (3), Chapter 4, of Book IV, EO 292, s. 1987 otherwise known as the Administrative Code of 1987, in relation to Section 3 of CA 613, otherwise known as the Philippine Immigration Act of 1940, as amended*, subject to existing laws, and as recommended by the Commissioner of the Bureau of Immigration, the following are hereby ordered promulgated;

*SECTION 1. Establishment of Immigration Area Offices - Ten (10) Immigration Area Offices (IAO) covering the seventeen (17) geo-political subdivisions of the country are hereby constituted and established within the framework of the Bureau of Immigration's organizational structure, clustered accordingly, as follows:*

<b>Immigration Area Office (IAO)</b>	<b>Area of Responsibility (geographical/political subdivision)</b>	<b>Location of Office</b>
IAO - I	Region 1 and Cordillera Autonomous Region (CAR)	San Fernando City, La Union
IAO - II	Regions 2 and 3	Angeles City, Pampanga
IAO - III	National Capital Region (NCR) - North, consisting of the Cities of Manila, Mandaluyong, Marikina, San Juan, Quezon, Caloocan, Malabon, Navotas and Valenzuela	Binondo, Manila
IAO - IV	National Capital Region (NCR) - South, consisting of the Cities of Makati, Pasay, Parañaque, Las Piñas, Pasig, Taguig, Muntinlupa, and the Municipality of Pateros	Parañaque City
IAO - V	Regions 4-A, 4-B and 5	Batangas City, Batangas
IAO - VI	Region 6	Iloilo City, Iloilo
IAO - VII	Regions 7 and 8	Cebu City, Cebu
IAO -VIII	Region 9 and Autonomous Region of Muslim Mindanao (ARMM)	Zamboanga City
IAO - IX	Regions 11 and 12	Davao City
IAO - X	Regions 10 and 13	Cagayan de Oro City

*SECTION 2. Composition of the IAO - The Immigration Commissioner shall, subject to confirmation by the Secretary of Justice, designate appropriate Immigration Officer/Personnel to perform the functions, duties and responsibilities of an IMMIGRATION AREA DIRECTOR under Section 3 hereof, for each IAO.*

The designated Immigration Area Director shall be assisted by a set of personnel from the following divisions/sections/units of the Bureau of Immigration: