

**[BOI MEMORANDUM CIRCULAR NO. AFF-05-001,
March 18, 2005]**

RULES GOVERNING THE ISSUANCE OF SPECIAL WORK PERMIT (SWP), PROVISIONAL PERMIT TO WORK (PPW), AND PRE-ARRANGED EMPLOYMENT VISA UNDER SECTION 9(G) OF THE PHILIPPINE IMMIGRATION ACT OF 1940 (PIA), AS AMENDED

WHEREAS, Section 1 of Memorandum Order AFF Jr. No. 05-009 dated 09 February 2005 provides for a non-extendible Special Work Permit (SWP) for non-resident aliens;

WHEREAS, Section 2 of the same Memorandum declares that the application for Alien Employment Permit (AEP) shall serve as a Provisional Permit to Work (PPW) while the AEP is being processed;

WHEREAS, Section 4 of the same Memorandum provides for a simplified procedure for the approval and issuance of a pre-arranged employment visa or working visa under Section 9(g) of the PIA, as amended;

WHEREAS, Section 5 of the said Memorandum authorizes the Executive Director of the Bureau of Immigration to formulate the implementing rules and regulations thereof;

WHEREFORE, the following rules are hereby adopted to implement the provisions of Memorandum Order AFF Jr. No. 05-009.

SECTION 1. Coverage - The following provisions and rules on SWP shall apply to non-resident aliens who will be employed in the Philippines for less than six (6) months and who are not performing artists or journalists. The provisions and rules on PPW shall apply to non-resident aliens who intend to work in the country for a period of more than six (6) months but not more than one (1) year. The provisions and rules on the approval and issuance of 9 (g) visa shall apply to all non-resident aliens who intend to work as pre-arranged employees in the country and comply with the requisites stated in Section 20 (a) of the Philippine Immigration Act, as amended.

SECTION 2. Validity of the Special Work Permit - The maximum period of validity for a SWP is six (6) months. Qualified applicants shall be granted SWP for an initial validity of three (3) months. Those who intend to work for a longer period shall be given a final extension of another (3) months.

SECTION 3. Who may avail of the Provisional Permit to Work. Validity. Holders of SWP who intend to work in the country for a longer period than six (6) months shall apply for a PPW with the Bureau of Immigration. Non holders of SWP who intend to work in the country for a period of more than six months shall likewise apply for a