**LAG.2.F.001**

Rev. 03: 31 October 2023

(To be Printed in Company Stationery)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mr. TERESO O. PANGA**

Director General

Philippine Economic Zone Authority

10th Floor DoubleDragon Center West Building

DD Meridian Park, Macapagal Avenue, Pasay City

Dear Director General:

Our company respectfully requests the issuance of PEZA Visa (PV) to the foreign national/s and/or the qualified dependent/s named below:

**Name of Applicant:**

**Title/Position:**

**Name of Dependent/s (if any):**

In this connection, I hereby certify and commit to undertake the following:

1. The employment of the foreign national is required in the operations of the company;
2. The foreign national employed has no derogatory record nor pending case against him in his domicile (i.e., country of citizenship), in the Philippines or any other country where the said foreign national has resided for the past five (5) years;
3. Upon termination or cessation of employment for whatever cause, the enterprise, within five (5) working days thereof, shall notify PEZA and BI-PEZA of such termination or cessation of employment, and when applicable, shall within the same period surrender the work permit/ACR I-card to the BI PEZA;
4. The enterprise shall assume full responsibility for ensuring that the foreign national complies with visa downgrading procedures and conditions in the Downgrading Order to be issued by BI-PEZA;
5. The enterprise certify that the number of foreign nationals employed by the enterprise in executive, supervisory, technical or advisory positions is within five percent (5%) of its total work force as of \_\_\_\_\_\_\_\_\_, computed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| A | No. of Filipino employees | : |  |
| B | No. of Foreign Nationals in Executive Positions (i.e. President/CEO, Vice President, Treasurer and General Manager (or their equivalent) | : |  |
| C | No. of Foreign Nationals in supervisory, technical or advisory position | : |  |
| D | Total no. of Foreign Nationals (B+C) | : |  |
| E | Total Work Force (A+B+C) | : |  |
| F | Percentage of Foreign Nationals in supervisory, technical or advisory positions over Total Work Force (C÷E) | : | % |

\*Attached herewith is a copy of DOLE’s No Objection Letter/Certificate. *(\*Applicable only if the enterprise has employed foreign nationals assigned in supervisory, technical or advisory positions in excess of five percent (5%) of total workforce. Please delete if not applicable.)*

*\*Please refer to the latest report on the total number of employees/workers submitted through EZMPR.*

1. I hereby authorize the bearer, Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of (state whether in-house or indicate company name of third-party service provider), whose original company or government-issued I.D. has been presented to me and a legible photocopy with specimen signature is attached herewith, which I have duly verified with the third-party service provider, as the enterprise’s authorized representative/processor to file and submit the required documents, process, pay fees, and receive the enterprise’s copy of the subject visa application.

Done in the City/Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Philippines, this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**President/ CEO/ Authorized Signatory**

REPUBLIC OF THE PHILIPPINES)

CITY/PROVINCE OF )S.S.

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_2023 in the City/Province. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, affiant exhibited to me his/her ACR or Passport No. \_\_\_\_\_\_\_\_\_\_issued at \_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023.

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