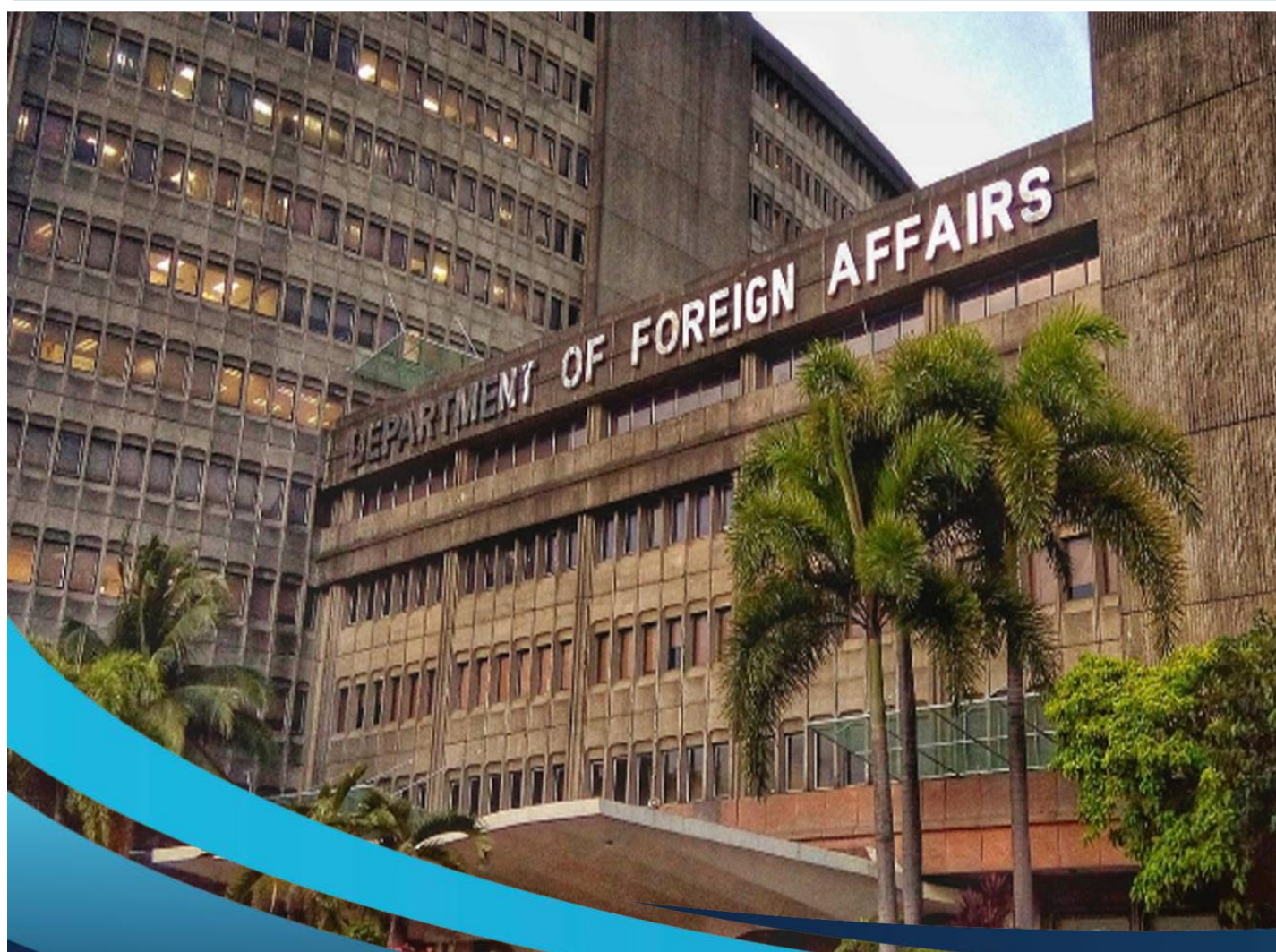




COMPENDIUM OF REGULATIONS AND FORMS RELATING TO PHILIPPINE HONORARY CONSULAR OFFICERS





DEPARTMENT OF FOREIGN AFFAIRS KAGAWARAN NG UGNAYANG PANLABAS

FOREWORD

The *Compendium of Regulations and Forms Relating to Philippine Honorary Consular Officers* was created for the purpose of consolidating all pertinent policies, regulations and other issuances relating to the operations and management of consular posts headed by Philippine honorary consular officers.

This *Compendium* was put together by the Honorary Consuls and Service Attachés Division (HRMO-HCSAD) in line with the Department's Strategic Goals for 2017-2022, to have clearer guidance on Philippine foreign policy objectives.

Included in the compilation are sample documents relating to appointment, reportorial requirements (i.e. consular, financial, economic reports) and other related documents.

This *Compendium* should harmonize necessary documents toward achieving smooth and uniform discharge of functions by the Philippine honorary consular officers.

This *Compendium* will be reviewed and updated as the need arises.



TEODORO L. LOCSIN, JR.
Secretary of Foreign Affairs

Pasay City, JAN 10 2019

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Vienna Convention on Consular Relations
1963

Done at Vienna on 24 April 1963. Entered into force on 19 March 1967.
United Nations, *Treaty Series*, vol. 596, p. 261



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2005

Vienna Convention on Consular Relations
Done at Vienna on 24 April 1963

The States Parties to the present Convention,

Recalling that consular relations have been established between peoples since ancient times,

Having in mind the Purposes and Principles of the Charter of the United Nations concerning the sovereign equality of States, the maintenance of international peace and security, and the promotion of friendly relations among nations,

Considering that the United Nations Conference on Diplomatic Intercourse and Immunities adopted the Vienna Convention on Diplomatic Relations which was opened for signature on 18 April 1961,

Believing that an international convention on consular relations, privileges and immunities would also contribute to the development of friendly relations among nations, irrespective of their differing constitutional and social systems,

Realizing that the purpose of such privileges and immunities is not to benefit individuals but to ensure the efficient performance of functions by consular posts on behalf of their respective States,

Affirming that the rules of customary international law continue to govern matters not expressly regulated by the provisions of the present Convention,

Have agreed as follows:

Article 1
Definitions

1. For the purposes of the present Convention, the following expressions shall have the meanings hereunder assigned to them:

- (a) "consular post" means any consulate-general, consulate, vice-consulate or consular agency;
- (b) "consular district" means the area assigned to a consular post for the exercise of consular functions;
- (c) "head of consular post" means the person charged with the duty of acting in that capacity;
- (d) "consular officer" means any person, including the head of a consular post, entrusted in that capacity with the exercise of consular functions;
- (e) "consular employee" means any person employed in the administrative or technical service of a consular post;

- (f) “member of the service staff” means any person employed in the domestic service of a consular post;
- (g) “members of the consular post” means consular officers, consular employees and members of the service staff;
- (h) “members of the consular staff” means consular officers, other than the head of a consular post, consular employees and members of the service staff;
- (i) “member of the private staff” means a person who is employed exclusively in the private service of a member of the consular post;
- (j) “consular premises” means the buildings or parts of buildings and the land ancillary thereto, irrespective of ownership, used exclusively for the purposes of the consular post;
- (k) “consular archives” includes all the papers, documents, correspondence, books, films, tapes and registers of the consular post, together with the ciphers and codes, the card-indexes and any article of furniture intended for their protection or safe keeping.

2. Consular officers are of two categories, namely career consular officers and honorary consular officers. The provisions of Chapter II of the present Convention apply to consular posts headed by career consular officers, the provisions of Chapter III govern consular posts headed by honorary consular officers.

3. The particular status of members of the consular posts who are nationals or permanent residents of the receiving State is governed by article 71 of the present Convention.

CHAPTER I.

CONSULAR RELATIONS IN GENERAL

SECTION I. ESTABLISHMENT AND CONDUCT OF CONSULAR RELATIONS

Article 2

Establishment of consular relations

1. The establishment of consular relations between States takes place by mutual consent.
2. The consent given to the establishment of diplomatic relations between two States implies, unless otherwise stated, consent to the establishment of consular relations.
3. The severance of diplomatic relations shall not ipso facto involve the severance of consular relations.

Article 3
Exercise of consular functions

Consular functions are exercised by consular posts. They are also exercised by diplomatic missions in accordance with the provisions of the present Convention.

Article 4
Establishment of a consular post

1. A consular post may be established in the territory of the receiving State only with that State's consent.

2. The seat of the consular post, its classification and the consular district shall be established by the sending State and shall be subject to the approval of the receiving State.

3. Subsequent changes in the seat of the consular post, its classification or the consular district may be made by the sending State only with the consent of the receiving State.

4. The consent of the receiving State shall also be required if a consulate-general or a consulate desires to open a vice-consulate or a consular agency in a locality other than that in which it is itself established.

5. The prior express consent of the receiving State shall also be required for the opening of an office forming part of an existing consular post elsewhere than at the seat thereof.

Article 5
Consular functions

Consular functions consist in:

- (a) protecting in the receiving State the interests of the sending State and of its nationals, both individuals and bodies corporate, within the limits permitted by international law;
- (b) furthering the development of commercial, economic, cultural and scientific relations between the sending State and the receiving State and otherwise promoting friendly relations between them in accordance with the provisions of the present Convention;
- (c) ascertaining by all lawful means conditions and developments in the commercial, economic, cultural and scientific life of the receiving State, reporting thereon to the Government of the sending State and giving information to persons interested;
- (d) issuing passports and travel documents to nationals of the sending State, and visas or appropriate documents to persons wishing to travel to the sending State;
- (e) helping and assisting nationals, both individuals and bodies corporate, of the sending State;

- (f) acting as notary and civil registrar and in capacities of a similar kind, and performing certain functions of an administrative nature, provided that there is nothing contrary thereto in the laws and regulations of the receiving State;
- (g) safeguarding the interests of nationals, both individuals and bodies corporate, of the sending States in cases of succession *mortis causa* in the territory of the receiving State, in accordance with the laws and regulations of the receiving State;
- (h) safeguarding, within the limits imposed by the laws and regulations of the receiving State, the interests of minors and other persons lacking full capacity who are nationals of the sending State, particularly where any guardianship or trusteeship is required with respect to such persons;
- (i) subject to the practices and procedures obtaining in the receiving State, representing or arranging appropriate representation for nationals of the sending State before the tribunals and other authorities of the receiving State, for the purpose of obtaining, in accordance with the laws and regulations of the receiving State, provisional measures for the preservation of the rights and interests of these nationals, where, because of absence or any other reason, such nationals are unable at the proper time to assume the defence of their rights and interests;
- (j) transmitting judicial and extrajudicial documents or executing letters rogatory or commissions to take evidence for the courts of the sending State in accordance with international agreements in force or, in the absence of such international agreements, in any other manner compatible with the laws and regulations of the receiving State;
- (k) exercising rights of supervision and inspection provided for in the laws and regulations of the sending State in respect of vessels having the nationality of the sending State, and of aircraft registered in that State, and in respect of their crews;
- (l) extending assistance to vessels and aircraft mentioned in subparagraph (k) of this article, and to their crews, taking statements regarding the voyage of a vessel, examining and stamping the ship's papers, and, without prejudice to the powers of the authorities of the receiving State, conducting investigations into any incidents which occurred during the voyage, and settling disputes of any kind between the master, the officers and the seamen insofar as this may be authorized by the laws and regulations of the sending State;
- (m) performing any other functions entrusted to a consular post by the sending State which are not prohibited by the laws and regulations of the receiving State or to which no objection is taken by the receiving State or which are referred to in the international agreements in force between the sending State and the receiving State.

Article 6

Exercise of consular functions outside the consular district

A consular officer may, in special circumstances, with the consent of the receiving State, exercise his functions outside his consular district.

Article 7
Exercise of consular functions in a third State

The sending State may, after notifying the States concerned, entrust a consular post established in a particular State with the exercise of consular functions in another State, unless there is express objection by one of the States concerned.

Article 8
Exercise of consular functions on behalf of a third State

Upon appropriate notification to the receiving State, a consular post of the sending State may, unless the receiving State objects, exercise consular functions in the receiving State on behalf of a third State.

Article 9
Classes of heads of consular posts

1. Heads of consular posts are divided into four classes, namely

- (a) consuls-general;
- (b) consuls;
- (c) vice-consuls;
- (d) consular agents.

2. Paragraph 1 of this article in no way restricts the right of any of the Contracting Parties to fix the designation of consular officers other than the heads of consular posts.

Article 10
Appointment and admission of heads of consular posts

1. Heads of consular posts are appointed by the sending State and are admitted to the exercise of their functions by the receiving State.

2. Subject to the provisions of the present Convention, the formalities for the appointment and for the admission of the head of a consular post are determined by the laws, regulations and usages of the sending State and of the receiving State respectively.

Article 11
The consular commission or notification of appointment

1. The head of a consular post shall be provided by the sending State with a document, in the form of a commission or similar instrument, made out for each appointment, certifying his capacity and

showing, as a general rule, his full name, his category and class, the consular district and the seat of the consular post.

2. The sending State shall transmit the commission or similar instrument through the diplomatic or other appropriate channel to the Government of the State in whose territory the head of a consular post is to exercise his functions.

3. If the receiving State agrees, the sending State may, instead of a commission or similar instrument, send to the receiving State a notification containing the particulars required by paragraph 1 of this article.

Article 12 *The exequatur*

1. The head of a consular post is admitted to the exercise of his functions by an authorization from the receiving State termed an *exequatur*, whatever the form of this authorization.

2. A State which refused to grant an *exequatur* is not obliged to give to the sending State reasons for such refusal.

3. Subject to the provisions of articles 13 and 15, the head of a consular post shall not enter upon his duties until he has received an *exequatur*.

Article 13 *Provisional admission of heads of consular posts*

Pending delivery of the *exequatur*, the head of a consular post may be admitted on a provisional basis to the exercise of his functions. In that case, the provisions of the present Convention shall apply.

Article 14 *Notification to the authorities of the consular district*

As soon as the head of a consular post is admitted even provisionally to the exercise of his functions, the receiving State shall immediately notify the competent authorities of the consular district. It shall also ensure that the necessary measures are taken to enable the head of a consular post to carry out the duties of his office and to have the benefit of the provisions of the present Convention.

Article 15 *Temporary exercise of the functions of the head of a consular post*

1. If the head of a consular post is unable to carry out his functions or the position of head of consular post is vacant, an acting head of post may act provisionally as head of the consular post.

2. The full name of the acting head of post shall be notified either by the diplomatic mission of the sending State or, if that State has no such mission in the receiving State, by the head of the consular

post, or, if he is unable to do so, by any competent authority of the sending State, to the Ministry for Foreign Affairs of the receiving State or to the authority designated by that Ministry. As a general rule, this notification shall be given in advance. The receiving State may make the admission as acting head of post of a person who is neither a diplomatic agent nor a consular officer of the sending State in the receiving State conditional on its consent.

3. The competent authorities of the receiving State shall afford assistance and protection to the acting head of post. While he is in charge of the post, the provisions of the present Convention shall apply to him on the same basis as to the head of the consular post concerned. The receiving State shall not, however, be obliged to grant to an acting head of post any facility, privilege or immunity which the head of the consular post enjoys only subject to conditions not fulfilled by the acting head of post.

4. When, in the circumstances referred to in paragraph 1 of this article, a member of the diplomatic staff of the diplomatic mission of the sending State in the receiving State is designated by the sending State as an acting head of post, he shall, if the receiving State does not object thereto, continue to enjoy diplomatic privileges and immunities.

Article 16

Precedence as between heads of consular posts

1. Heads of consular posts shall rank in each class according to the date of the grant of the *exequatur*.

2. If, however, the head of a consular post before obtaining the *exequatur* is admitted to the exercise of his functions provisionally, his precedence shall be determined according to the date of the provisional admission; this precedence shall be maintained after the granting of the *exequatur*.

3. The order of precedence as between two or more heads of consular posts who obtained the *exequatur* or provisional admission on the same date shall be determined according to the dates on which their commissions or similar instruments or the notifications referred to in paragraph 3 of article 11 were presented to the receiving State.

4. Acting heads of posts shall rank after all heads of consular posts and, as between themselves, they shall rank according to the dates on which they assumed their functions as acting heads of posts as indicated in the notifications given under paragraph 2 of article 15.

5. Honorary consular officers who are heads of consular posts shall rank in each class after career heads of consular posts, in the order and according to the rules laid down in the foregoing paragraphs.

6. Heads of consular posts shall have precedence over consular officers not having that status.

Article 17

Performance of diplomatic acts by consular officers

1. In a State where the sending State has no diplomatic mission and is not represented by a diplomatic mission of a third State, a consular officer may, with the consent of the receiving State, and

without affecting his consular status, be authorized to perform diplomatic acts. The performance of such acts by a consular officer shall not confer upon him any right to claim diplomatic privileges and immunities.

2. A consular officer may, after notification addressed to the receiving State, act as representative of the sending State to any intergovernmental organization. When so acting, he shall be entitled to enjoy any privileges and immunities accorded to such a representative by customary international law or by international agreements; however, in respect of the performance by him of any consular function, he shall not be entitled to any greater immunity from jurisdiction than that to which a consular officer is entitled under the present Convention.

Article 18
Appointment of the same person by two or more States
as a consular officer

Two or more States may, with the consent of the receiving State, appoint the same person as a consular officer in that State.

Article 19
Appointment of members of consular staff

1. Subject to the provisions of articles 20, 22 and 23, the sending State may freely appoint the members of the consular staff.

2. The full name, category and class of all consular officers, other than the head of a consular post, shall be notified by the sending State to the receiving State in sufficient time for the receiving State, if it so wishes, to exercise its rights under paragraph 3 of article 23.

3. The sending State may, if required by its laws and regulations, request the receiving State to grant an *exequatur* to a consular officer other than the head of a consular post.

4. The receiving State may, if required by its laws and regulations, grant an *exequatur* to a consular officer other than the head of a consular post.

Article 20
Size of the consular staff

In the absence of an express agreement as to the size of the consular staff, the receiving State may require that the size of the staff be kept within limits considered by it to be reasonable and normal, having regard to circumstances and conditions in the consular district and to the needs of the particular consular post.

Article 21
Precedence as between consular officers of a consular post

The order of precedence as between the consular officers of a consular post and any change thereof shall be notified by the diplomatic mission of the sending State or, if that State has no such mission in the receiving State, by the head of the consular post, to the Ministry for Foreign Affairs of the receiving State or to the authority designated by that Ministry.

Article 22
Nationality of consular officers

1. Consular officers should, in principle, have the nationality of the sending State.
2. Consular officers may not be appointed from among persons having the nationality of the receiving State except with the express consent of that State which may be withdrawn at any time.
3. The receiving State may reserve the same right with regard to nationals of a third State who are not also nationals of the sending State.

Article 23
Persons declared "non grata"

1. The receiving State may at any time notify the sending State that a consular officer is persona non grata or that any other member of the consular staff is not acceptable. In that event, the sending State shall, as the case may be, either recall the person concerned or terminate his functions with the consular post.
2. If the sending State refuses or fails within a reasonable time to carry out its obligations under paragraph 1 of this article, the receiving State may, as the case may be, either withdraw the *exequatur* from the person concerned or cease to consider him as a member of the consular staff.
3. A person appointed as a member of a consular post may be declared unacceptable before arriving in the territory of the receiving State or, if already in the receiving State, before entering on his duties with the consular post. In any such case, the sending State shall withdraw his appointment.
4. In the cases mentioned in paragraphs 1 and 3 of this article, the receiving State is not obliged to give to the sending State reasons for its decision.

Article 24
*Notification to the receiving State of appointments,
arrivals and departures*

1. The Ministry for Foreign Affairs of the receiving State or the authority designated by that Ministry shall be notified of:

- (a) the appointment of members of a consular post, their arrival after appointment to the consular post, their final departure or the termination of their functions and any other changes affecting their status that may occur in the course of their service with the consular post;
- (b) the arrival and final departure of a person belonging to the family of a member of a consular post forming part of his household and, where appropriate, the fact that a person becomes or ceases to be such a member of the family;
- (c) the arrival and final departure of members of the private staff and, where appropriate, the termination of their service as such;
- (d) the engagement and discharge of persons resident in the receiving State as members of a consular post or as members of the private staff entitled to privileges and immunities.

2. When possible, prior notification of arrival and final departure shall also be given.

SECTION II. END OF CONSULAR FUNCTIONS

Article 25 Termination of the functions of a member of a consular post

The functions of a member of a consular post shall come to an end, *inter alia*:

- (a) on notification by the sending State to the receiving State that his functions have come to an end;
- (b) on withdrawal of the *exequatur*;
- (c) on notification by the receiving State to the sending State that the receiving State has ceased to consider him as a member of the consular staff.

Article 26 Departure from the territory of the receiving State

The receiving State shall, even in case of armed conflict, grant to members of the consular post and members of the private staff, other than nationals of the receiving State, and to members of their families forming part of their households irrespective of nationality, the necessary time and facilities to enable them to prepare their departure and to leave at the earliest possible moment after the termination of the functions of the members concerned. In particular, it shall, in case of need, place at their disposal the necessary means of transport for themselves and their property other than property acquired in the receiving State the export of which is prohibited at the time of departure.

Article 27
Protection of consular premises and archives and of the
interests of the sending State in exceptional circumstances

1. In the event of the severance of consular relations between two States:

- (a) the receiving State shall, even in case of armed conflict, respect and protect the consular premises, together with the property of the consular post and the consular archives;
- (b) the sending State may entrust the custody of the consular premises, together with the property contained therein and the consular archives, to a third State acceptable to the receiving State;
- (c) the sending State may entrust the protection of its interests and those of its nationals to a third State acceptable to the receiving State.

2. In the event of the temporary or permanent closure of a consular post, the provisions of subparagraph (a) of paragraph 1 of this article shall apply. In addition,

- (a) if the sending State, although not represented in the receiving State by a diplomatic mission, has another consular post in the territory of that State, that consular post may be entrusted with the custody of the premises of the consular post which has been closed, together with the property contained therein and the consular archives, and, with the consent of the receiving State, with the exercise of consular functions in the district of that consular post; or
- (b) if the sending State has no diplomatic mission and no other consular post in the receiving State, the provisions of subparagraphs (b) and (c) of paragraph 1 of this article shall apply.

CHAPTER II.
FACILITIES, PRIVILEGES AND IMMUNITIES
RELATING TO CONSULAR POSTS, CAREER CONSULAR
OFFICERS AND OTHER MEMBERS OF A CONSULAR POST

SECTION I. FACILITIES, PRIVILEGES AND IMMUNITIES RELATING
TO A CONSULAR POST

Article 28
Facilities for the work of the consular post

The receiving State shall accord full facilities for the performance of the functions of the consular post.

Article 29
Use of national flag and coat-of-arms

1. The sending State shall have the right to the use of its national flag and coat-of-arms in the receiving State in accordance with the provisions of this article.

2.The national flag of the sending State may be flown and its coat-of-arms displayed on the building occupied by the consular post and at the entrance door thereof, on the residence of the head of the consular post and on his means of transport when used on official business.

3.In the exercise of the right accorded by this article regard shall be had to the laws, regulations and usages of the receiving State.

Article 30
Accommodation

1.The receiving State shall either facilitate the acquisition on its territory, in accordance with its laws and regulations, by the sending State of premises necessary for its consular post or assist the latter in obtaining accommodation in some other way.

2.It shall also, where necessary, assist the consular post in obtaining suitable accommodation for its members.

Article 31
Inviolability of the consular premises

1.Consular premises shall be inviolable to the extent provided in this article.

2.The authorities of the receiving State shall not enter that part of the consular premises which is used exclusively for the purpose of the work of the consular post except with the consent of the head of the consular post or of his designee or of the head of the diplomatic mission of the sending State. The consent of the head of the consular post may, however, be assumed in case of fire or other disaster requiring prompt protective action.

3.Subject to the provisions of paragraph 2 of this article, the receiving State is under a special duty to take all appropriate steps to protect the consular premises against any intrusion or damage and to prevent any disturbance of the peace of the consular post or impairment of its dignity.

4.The consular premises, their furnishings, the property of the consular post and its means of transport shall be immune from any form of requisition for purposes of national defence or public utility. If expropriation is necessary for such purposes, all possible steps shall be taken to avoid impeding the performance of consular functions, and prompt, adequate and effective compensation shall be paid to the sending State.

Article 32
Exemption from taxation of consular premises

1.Consular premises and the residence of the career head of consular post of which the sending State or any person acting on its behalf is the owner or lessee shall be exempt from all national, regional or municipal dues and taxes whatsoever, other than such as represent payment for specific services rendered.

2. The exemption from taxation referred to paragraph 1 of this article shall not apply to such dues and taxes if, under the law of the receiving State, they are payable by the person who contracted with the sending State or with the person acting on its behalf.

Article 33

Inviolability of the consular archives and documents

The consular archives and documents shall be inviolable at all times and wherever they may be.

Article 34

Freedom of movement

Subject to its laws and regulations concerning zones entry into which is prohibited or regulated for reasons of national security, the receiving State shall ensure freedom of movement and travel in its territory to all members of the consular post.

Article 35

Freedom of communication

1. The receiving State shall permit and protect freedom of communication on the part of the consular post for all official purposes. In communicating with the Government, the diplomatic missions and other consular posts, wherever situated, of the sending State, the consular post may employ all appropriate means, including diplomatic or consular couriers, diplomatic or consular bags and messages in code or cipher. However, the consular post may install and use a wireless transmitter only with the consent of the receiving State.

2. The official correspondence of the consular post shall be inviolable. Official correspondence means all correspondence relating to the consular post and its functions.

3. The consular bag shall be neither opened nor detained. Nevertheless, if the competent authorities of the receiving State have serious reason to believe that the bag contains something other than the correspondence, documents or articles referred to in paragraph 4 of this article, they may request that the bag be opened in their presence by an authorized representative of the sending State. If this request is refused by the authorities of the sending State, the bag shall be returned to its place of origin.

4. The packages constituting the consular bag shall bear visible external marks of their character and may contain only official correspondence and documents or articles intended exclusively for official use.

5. The consular courier shall be provided with an official document indicating his status and the number of packages constituting the consular bag. Except with the consent of the receiving State he shall be neither a national of the receiving State, nor, unless he is a national of the sending State, a permanent resident of the receiving State. In the performance of his functions he shall be protected by the receiving State. He shall enjoy personal inviolability and shall not be liable to any form of arrest or detention.

6. The sending State, its diplomatic missions and its consular posts may designate consular couriers ad hoc. In such cases the provisions of paragraph 5 of this article shall also apply except that the immunities therein mentioned shall cease to apply when such a courier has delivered to the consignee the consular bag in his charge.

7. A consular bag may be entrusted to the captain of a ship or of a commercial aircraft scheduled to land at an authorized port of entry. He shall be provided with an official document indicating the number of packages constituting the bag, but he shall not be considered to be a consular courier. By arrangement with the appropriate local authorities, the consular post may send one of its members to take possession of the bag directly and freely from the captain of the ship or of the aircraft.

Article 36
Communication and contact with nationals
of the sending State

1. With a view to facilitating the exercise of consular functions relating to nationals of the sending State:

(a) consular officers shall be free to communicate with nationals of the sending State and to have access to them. Nationals of the sending State shall have the same freedom with respect to communication with and access to consular officers of the sending State;

(b) if he so requests, the competent authorities of the receiving State shall, without delay, inform the consular post of the sending State if, within its consular district, a national of that State is arrested or committed to prison or to custody pending trial or is detained in any other manner. Any communication addressed to the consular post by the person arrested, in prison, custody or detention shall be forwarded by the said authorities without delay. The said authorities shall inform the person concerned without delay of his rights under this subparagraph;

(c) consular officers shall have the right to visit a national of the sending State who is in prison, custody or detention, to converse and correspond with him and to arrange for his legal representation. They shall also have the right to visit any national of the sending State who is in prison, custody or detention in their district in pursuance of a judgement. Nevertheless, consular officers shall refrain from taking action on behalf of a national who is in prison, custody or detention if he expressly opposes such action.

2. The rights referred to in paragraph 1 of this article shall be exercised in conformity with the laws and regulations of the receiving State, subject to the proviso, however, that the said laws and regulations must enable full effect to be given to the purposes for which the rights accorded under this article are intended.

Article 37
Information in cases of deaths, guardianship or trusteeship,
wrecks and air accidents

If the relevant information is available to the competent authorities of the receiving State, such authorities shall have the duty:

- (a) in the case of the death of a national of the sending State, to inform without delay the consular post in whose district the death occurred;
- (b) to inform the competent consular post without delay of any case where the appointment of a guardian or trustee appears to be in the interests of a minor or other person lacking full capacity who is a national of the sending State. The giving of this information shall, however, be without prejudice to the operation of the laws and regulations of the receiving State concerning such appointments;
- (c) if a vessel, having the nationality of the sending State, is wrecked or runs aground in the territorial sea or internal waters of the receiving State, or if an aircraft registered in the sending State suffers an accident on the territory of the receiving State, to inform without delay the consular post nearest to the scene of the occurrence.

Article 38
Communication with the authorities of the receiving State

In the exercise of their functions, consular officers may address:

- (a) the competent local authorities of their consular district;
- (b) the competent central authorities of the receiving State if and to the extent that this is allowed by the laws, regulations and usages of the receiving State or by the relevant international agreements.

Article 39
Consular fees and charges

1. The consular post may levy in the territory of the receiving State the fees and charges provided by the laws and regulations of the sending State for consular acts.

2. The sums collected in the form of the fees and charges referred to in paragraph 1 of this article, and the receipts for such fees and charges, shall be exempt from all dues and taxes in the receiving State.

SECTION II.
FACILITIES, PRIVILEGES AND IMMUNITIES
RELATING TO CAREER CONSULAR OFFICERS AND
OTHER MEMBERS OF A CONSULAR POST

Article 40
Protection of consular officers

The receiving State shall treat consular officers with due respect and shall take all appropriate steps to prevent any attack on their person, freedom or dignity.

Article 41
Personal inviolability of consular officers

1. Consular officers shall not be liable to arrest or detention pending trial, except in the case of a grave crime and pursuant to a decision by the competent judicial authority.

2. Except in the case specified in paragraph 1 of this article, consular officers shall not be committed to prison or be liable to any other form of restriction on their personal freedom save in execution of a judicial decision of final effect.

3. If criminal proceedings are instituted against a consular officer, he must appear before the competent authorities. Nevertheless, the proceedings shall be conducted with the respect due to him by reason of his official position and, except in the case specified in paragraph 1 of this article, in a manner which will hamper the exercise of consular functions as little as possible. When, in the circumstances mentioned in paragraph 1 of this article, it has become necessary to detain a consular officer, the proceedings against him shall be instituted with the minimum of delay.

Article 42
Notification of arrest, detention or prosecution

In the event of the arrest or detention, pending trial, of a member of the consular staff, or of criminal proceedings being instituted against him, the receiving State shall promptly notify the head of the consular post. Should the latter be himself the object of any such measure, the receiving State shall notify the sending State through the diplomatic channel.

Article 43
Immunity from jurisdiction

1. Consular officers and consular employees shall not be amenable to the jurisdiction of the judicial or administrative authorities of the receiving State in respect of acts performed in the exercise of consular functions.

2. The provisions of paragraph 1 of this article shall not, however, apply in respect of a civil action either:

(a) arising out of a contract concluded by a consular officer or a consular employee in which he did not contract expressly or impliedly as an agent of the sending State; or

(b) by a third party for damage arising from an accident in the receiving State caused by a vehicle, vessel or aircraft.

Article 44
Liability to give evidence

1. Members of a consular post may be called upon to attend as witnesses in the course of judicial or administrative proceedings. A consular employee or a member of the service staff shall not, except in the cases mentioned in paragraph 3 of this article, decline to give evidence. If a consular officer should decline to do so, no coercive measure or penalty may be applied to him.

2. The authority requiring the evidence of a consular officer shall avoid interference with the performance of his functions. It may, when possible, take such evidence at his residence or at the consular post or accept a statement from him in writing.

3. Members of a consular post are under no obligation to give evidence concerning matters connected with the exercise of their functions or to produce official correspondence and documents relating thereto. They are also entitled to decline to give evidence as expert witnesses with regard to the law of the sending State.

Article 45
Waiver of privileges and immunities

1. The sending State may waive, with regard to a member of the consular post, any of the privileges and immunities provided for in articles 41, 43 and 44.

2. The waiver shall in all cases be express, except as provided in paragraph 3 of this article, and shall be communicated to the receiving State in writing.

3. The initiation of proceedings by a consular officer or a consular employee in a matter where he might enjoy immunity from jurisdiction under article 43 shall preclude him from invoking immunity from jurisdiction in respect of any counterclaim directly connected with the principal claim.

4. The waiver of immunity from jurisdiction for the purposes of civil or administrative proceedings shall not be deemed to imply the waiver of immunity from the measures of execution resulting from the judicial decision; in respect of such measures, a separate waiver shall be necessary.

Article 46
Exemption from registration of aliens and residence permits

1. Consular officers and consular employees and members of their families forming part of their households shall be exempt from all obligations under the laws and regulations of the receiving State in regard to the registration of aliens and residence permits.

2. The provisions of paragraph 1 of this article shall not, however, apply to any consular employee who is not a permanent employee of the sending State or who carries on any private gainful occupation in the receiving State or to any member of the family of any such employee.

Article 47
Exemption from work permits

1. Members of the consular post shall, with respect to services rendered for the sending State, be exempt from any obligations in regard to work permits imposed by the laws and regulations of the receiving State concerning the employment of foreign labour.

2. Members of the private staff of consular officers and of consular employees shall, if they do not carry on any other gainful occupation in the receiving State, be exempt from the obligations referred to in paragraph 1 of this article.

Article 48
Social security exemption

1. Subject to the provisions of paragraph 3 of this article, members of the consular post with respect to services rendered by them for the sending State, and members of their families forming part of their households, shall be exempt from social security provisions which may be in force in the receiving State.

2. The exemption provided for in paragraph 1 of this article shall apply also to members of the private staff who are in the sole employ of members of the consular post, on condition:

- (a) that they are not nationals of or permanently resident in the receiving State; and
- (b) that they are covered by the social security provisions which are in force in the sending State or a third State.

3. Members of the consular post who employ persons to whom the exemption provided for in paragraph 2 of this article does not apply shall observe the obligations which the social security provisions of the receiving State impose upon employers.

4. The exemption provided for in paragraphs 1 and 2 of this article shall not preclude voluntary participation in the social security system of the receiving State, provided that such participation is permitted by that State.

Article 49
Exemption from taxation

1. Consular officers and consular employees and members of their families forming part of their households shall be exempt from all dues and taxes, personal or real, national, regional or municipal, except:

- (a) indirect taxes of a kind which are normally incorporated in the price of goods or services;
- (b) dues or taxes on private immovable property situated in the territory of the receiving State, subject to the provisions of article 32;
- (c) estate, succession or inheritance duties, and duties on transfers, levied by the receiving State, subject to the provisions of paragraph (b) of article 51;
- (d) dues and taxes on private income, including capital gains, having its source in the receiving State and capital taxes relating to investments made in commercial or financial undertakings in the receiving State;
- (e) charges levied for specific services rendered;
- (f) registration, court or record fees, mortgage dues and stamp duties, subject to the provisions of article 32.

2. Members of the service staff shall be exempt from dues and taxes on the wages which they receive for their services.

3. Members of the consular post who employ persons whose wages or salaries are not exempt from income tax in the receiving State shall observe the obligations which the laws and regulations of that State impose upon employers concerning the levying of income tax.

Article 50
Exemption from customs duties and inspection

1. The receiving State shall, in accordance with such laws and regulations as it may adopt, permit entry of and grant exemption from all customs duties, taxes, and related charges other than charges for storage, cartage and similar services, on:

- (a) articles for the official use of the consular post;
- (b) articles for the personal use of a consular officer or members of his family forming part of his household, including articles intended for his establishment. The articles intended for consumption shall not exceed the quantities necessary for direct utilization by the persons concerned.

2. Consular employees shall enjoy the privileges and exemptions specified in paragraph 1 of this article in respect of articles imported at the time of first installation.

3. Personal baggage accompanying consular officers and members of their families forming part of their households shall be exempt from inspection. It may be inspected only if there is serious reason to believe that it contains articles other than those referred to in subparagraph (b) of paragraph 1 of this article, or articles the import or export of which is prohibited by the laws and regulations of the receiving State or which are subject to its quarantine laws and regulations. Such inspection shall be carried out in the presence of the consular officer or member of his family concerned.

Article 51
Estate of a member of the consular post
or of a member of his family

In the event of the death of a member of the consular post or of a member of his family forming part of his household, the receiving State:

- (a) shall permit the export of the movable property of the deceased, with the exception of any such property acquired in the receiving State the export of which was prohibited at the time of his death;
- (b) shall not levy national, regional or municipal estate, succession or inheritance duties, and duties on transfers, on movable property the presence of which in the receiving State was due solely to the presence in that State of the deceased as a member of the consular post or as a member of the family of a member of the consular post.

Article 52
Exemption from personal services and contributions

The receiving State shall exempt members of the consular post and members of their families forming part of their households from all personal services, from all public service of any kind whatsoever, and from military obligations such as those connected with requisitioning, military contributions and billeting.

Article 53
Beginning and end of consular privileges and immunities

1. Every member of the consular post shall enjoy the privileges and immunities provided in the present Convention from the moment he enters the territory of the receiving State on proceeding to take up his post or, if already in its territory, from the moment when he enters on his duties with the consular post.

2. Members of the family of a member of the consular post forming part of his household and members of his private staff shall receive the privileges and immunities provided in the present Convention from the date from which he enjoys privileges and immunities in accordance with paragraph 1 of this article or from the date of their entry into the territory of the receiving State or from the date of their becoming a member of such family or private staff, whichever is the latest.

3. When the functions of a member of the consular post have come to an end, his privileges and immunities and those of a member of his family forming part of his household or a member of his

private staff shall normally cease at the moment when the person concerned leaves the receiving State or on the expiry of a reasonable period in which to do so, whichever is the sooner, but shall subsist until that time, even in case of armed conflict. In the case of the persons referred to in paragraph 2 of this article, their privileges and immunities shall come to an end when they cease to belong to the household or to be in the service of a member of the consular post provided, however, that if such persons intend leaving the receiving State within a reasonable period thereafter, their privileges and immunities shall subsist until the time of their departure.

4. However, with respect to acts performed by a consular officer or a consular employee in the exercise of his functions, immunity from jurisdiction shall continue to subsist without limitation of time.

5. In the event of the death of a member of the consular post, the members of his family forming part of his household shall continue to enjoy the privileges and immunities accorded to them until they leave the receiving State or until the expiry of a reasonable period enabling them to do so, whichever is the sooner.

Article 54 *Obligations of third States*

1. If a consular officer passes through or is in the territory of a third State, which has granted him a visa if a visa was necessary, while proceeding to take up or return to his post or when returning to the sending State, the third State shall accord to him all immunities provided for by the other articles of the present Convention as may be required to ensure his transit or return. The same shall apply in the case of any member of his family forming part of his household enjoying such privileges and immunities who are accompanying the consular officer or travelling separately to join him or to return to the sending State.

2. In circumstances similar to those specified in paragraph 1 of this article, third States shall not hinder the transit through their territory of other members of the consular post or of members of their families forming part of their households.

3. Third States shall accord to official correspondence and to other official communications in transit, including messages in code or cipher, the same freedom and protection as the receiving State is bound to accord under the present Convention. They shall accord to consular couriers who have been granted a visa, if a visa was necessary, and to consular bags in transit, the same inviolability and protection as the receiving State is bound to accord under the present Convention.

4. The obligations of third States under paragraphs 1, 2 and 3 of this article shall also apply to the persons mentioned respectively in those paragraphs, and to official communications and to consular bags, whose presence in the territory of the third State is due to force majeure.

Article 55
Respect for the laws and regulations of the receiving State

1. Without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the receiving State. They also have a duty not to interfere in the internal affairs of the State.

2. The consular premises shall not be used in any manner incompatible with the exercise of consular functions.

3. The provisions of paragraph 2 of this article shall not exclude the possibility of offices of other institutions or agencies being installed in part of the building in which the consular premises are situated, provided that the premises assigned to them are separate from those used by the consular post. In that event, the said offices shall not, for the purposes of the present Convention, be considered to form part of the consular premises.

Article 56
Insurance against third party risks

Members of the consular post shall comply with any requirements imposed by the laws and regulations of the receiving State, in respect of insurance against third party risks arising from the use of any vehicle, vessel or aircraft.

Article 57
Special provisions concerning private gainful occupation

1. Career consular officers shall not carry on for personal profit any professional or commercial activity in the receiving State.

2. Privileges and immunities provided in this chapter shall not be accorded:

- (a) to consular employees or to members of the service staff who carry on any private gainful occupation in the receiving State;
- (b) to members of the family of a person referred to in subparagraph (a) of this paragraph or to members of his private staff;
- (c) to members of the family of a member of a consular post who themselves carry on any private gainful occupation in the receiving State.

CHAPTER III.
REGIME RELATING TO HONORARY CONSULAR
OFFICERS AND CONSULAR POSTS HEADED BY SUCH OFFICERS

Article 58
General provisions relating to facilities, privileges
and immunities

1. Articles 28, 29, 30, 34, 35, 36, 37, 38 and 39, paragraph 3 of article 54 and paragraphs 2 and 3 of article 55 shall apply to consular posts headed by an honorary consular officer. In addition, the facilities, privileges and immunities of such consular posts shall be governed by articles 59, 60, 61 and 62.

2. Articles 42 and 43, paragraph 3 of article 44, articles 45 and 53 and paragraph 1 of article 55 shall apply to honorary consular officers. In addition, the facilities, privileges and immunities of such consular officers shall be governed by articles 63, 64, 65, 66 and 67.

3. Privileges and immunities provided in the present Convention shall not be accorded to members of the family of an honorary consular officer or of a consular employee employed at a consular post headed by an honorary consular officer.

4. The exchange of consular bags between two consular posts headed by honorary consular officers in different States shall not be allowed without the consent of the two receiving States concerned.

Article 59
Protection of the consular premises

The receiving State shall take such steps as may be necessary to protect the consular premises of a consular post headed by an honorary consular officer against any intrusion or damage and to prevent any disturbance of the peace of the consular post or impairment of its dignity.

Article 60
Exemption from taxation of consular premises

1. Consular premises of a consular post headed by an honorary consular officer of which the sending State is the owner or lessee shall be exempt from all national, regional or municipal dues and taxes whatsoever, other than such as represent payment for specific services rendered.

2. The exemption from taxation referred to in paragraph 1 of this article shall not apply to such dues and taxes if, under the laws and regulations of the receiving State, they are payable by the person who contracted with the sending State.

Article 61
Inviolability of consular archives and documents

The consular archives and documents of a consular post headed by an honorary consular officer shall be inviolable at all times and wherever they may be, provided that they are kept separate from other papers and documents and, in particular, from the private correspondence of the head of a consular post and of any person working with him, and from the materials, books or documents relating to their profession or trade.

Article 62
Exemption from customs duties

The receiving State shall, in accordance with such laws and regulations as it may adopt, permit entry of, and grant exemption from all customs duties, taxes, and related charges other than charges for storage, cartage and similar services on the following articles, provided that they are for the official use of a consular post headed by an honorary consular officer: coats-of-arms, flags, signboards, seals and stamps, books, official printed matter, office furniture, office equipment and similar articles supplied by or at the instance of the sending State to the consular post.

Article 63
Criminal proceedings

If criminal proceedings are instituted against an honorary consular officer, he must appear before the competent authorities. Nevertheless, the proceedings shall be conducted with the respect due to him by reason of his official position and, except when he is under arrest or detention, in a manner which will hamper the exercise of consular functions as little as possible. When it has become necessary to detain an honorary consular officer, the proceedings against him shall be instituted with the minimum of delay.

Article 64
Protection of honorary consular officers

The receiving State is under a duty to accord to an honorary consular officer such protection as may be required by reason of his official position.

Article 65
Exemption from registration of aliens and residence permits

Honorary consular officers, with the exception of those who carry on for personal profit any professional or commercial activity in the receiving State, shall be exempt from all obligations under the laws and regulations of the receiving State in regard to the registration of aliens and residence permits.

Article 66
Exemption from taxation

An honorary consular officer shall be exempt from all dues and taxes on the remuneration and emoluments which he receives from the sending State in respect of the exercise of consular functions.

Article 67
Exemption from personal services and contributions

The receiving State shall exempt honorary consular officers from all personal services and from all public services of any kind whatsoever and from military obligations such as those connected with requisitioning, military contributions and billeting.

Article 68
*Optional character of the institution of
honorary consular officers*

Each State is free to decide whether it will appoint or receive honorary consular officers.

CHAPTER IV.
GENERAL PROVISIONS

Article 69
Consular agents who are not heads of consular posts

1. Each State is free to decide whether it will establish or admit consular agencies conducted by consular agents not designated as heads of consular post by the sending State.

2. The conditions under which the consular agencies referred to in paragraph 1 of this article may carry on their activities and the privileges and immunities which may be enjoyed by the consular agents in charge of them shall be determined by agreement between the sending State and the receiving State.

Article 70
Exercise of consular functions by diplomatic missions

1. The provisions of the present Convention apply also, so far as the context permits, to the exercise of consular functions by a diplomatic mission.

2. The names of members of a diplomatic mission assigned to the consular section or otherwise charged with the exercise of the consular functions of the mission shall be notified to the Ministry for Foreign Affairs of the receiving State or to the authority designated by that Ministry.

3. In the exercise of consular functions a diplomatic mission may address:

- (a) the local authorities of the consular district;

(b) the central authorities of the receiving State if this is allowed by the laws, regulations and usages of the receiving State or by relevant international agreements.

4. The privileges and immunities of the members of a diplomatic mission referred to in paragraph 2 of this article shall continue to be governed by the rules of international law concerning diplomatic relations.

Article 71

Nationals or permanent residents of the receiving State

1. Except insofar as additional facilities, privileges and immunities may be granted by the receiving State, consular officers who are nationals of or permanently resident in the receiving State shall enjoy only immunity from jurisdiction and personal inviolability in respect of official acts performed in the exercise of their functions, and the privileges provided in paragraph 3 of article 44. So far as these consular officers are concerned, the receiving State shall likewise be bound by the obligation laid down in article 42. If criminal proceedings are instituted against such a consular officer, the proceedings shall, except when he is under arrest or detention, be conducted in a manner which will hamper the exercise of consular functions as little as possible.

2. Other members of the consular post who are nationals of or permanently resident in the receiving State and members of their families, as well as members of the families of consular officers referred to in paragraph 1 of this article, shall enjoy facilities, privileges and immunities only insofar as these are granted to them by the receiving State. Those members of the families of members of the consular post and those members of the private staff who are themselves nationals of or permanently resident in the receiving State shall likewise enjoy facilities, privileges and immunities only insofar as these are granted to them by the receiving State. The receiving State shall, however, exercise its jurisdiction over those persons in such a way as not to hinder unduly the performance of the functions of the consular post.

Article 72

Non-discrimination

1. In the application of the provisions of the present Convention the receiving State shall not discriminate as between States.

2. However, discrimination shall not be regarded as taking place:

(a) where the receiving State applies any of the provisions of the present Convention restrictively because of a restrictive application of that provision to its consular posts in the sending State;

(b) where by custom or agreement States extend to each other more favourable treatment than is required by the provisions of the present Convention.

Article 73
Relationship between the present Convention
and other international agreements

1.The provisions of the present Convention shall not affect other international agreements in force as between States Parties to them.

2.Nothing in the present Convention shall preclude States from concluding international agreements confirming or supplementing or extending or amplifying the provisions thereof.

CHAPTER V.
FINAL PROVISIONS

Article 74
Signature

The present Convention shall be open for signature by all States Members of the United Nations or of any of the specialized agencies or Parties to the Statute of the International Court of Justice, and by any other State invited by the General Assembly of the United Nations to become a Party to the Convention, as follows: until 31 October 1963 at the Federal Ministry for Foreign Affairs of the Republic of Austria and subsequently, until 31 March 1964, at the United Nations Headquarters in New York.

Article 75
Ratification

The present Convention is subject to ratification. The instruments of ratification shall be deposited with the Secretary-General of the United Nations.

Article 76
Accession

The present Convention shall remain open for accession by any State belonging to any of the four categories mentioned in article 74. The instruments of accession shall be deposited with the Secretary-General of the United Nations.

Article 77
Entry into force

1.The present Convention shall enter into force on the thirtieth day following the date of deposit of the twenty-second instrument of ratification or accession with the Secretary-General of the United Nations.

2.For each State ratifying or acceding to the Convention after the deposit of the twenty-second instrument of ratification or accession, the Convention shall enter into force on the thirtieth day after deposit by such State of its instrument of ratification or accession.

Article 78
Notifications by the Secretary-General

The Secretary-General of the United Nations shall inform all States belonging to any of the four categories mentioned in article 74:

- (a) of signatures to the present Convention and of the deposit of instruments of ratification or accession, in accordance with articles 74, 75 and 76;
- (b) of the date on which the present Convention will enter into force, in accordance with article 77.

Article 79
Authentic texts

The original of the present Convention, of which the Chinese, English, French, Russian and Spanish texts are equally authentic, shall be deposited with the Secretary-General of the United Nations, who shall send certified copies thereof to all States belonging to any of the four categories mentioned in article 74.

IN WITNESS WHEREOF the undersigned Plenipotentiaries, being duly authorized thereto by their respective Governments, have signed the present Convention.

DONE at Vienna this twenty-fourth day of April, one thousand nine hundred and sixty-three.

**Republic of the Philippines
Congress of the Philippines
Metro Manila**

Eighth Congress

Republic Act No. 7157

September 19, 1991

AN ACT REVISING REPUBLIC ACT NO. 708, AS AMENDED

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Title. – This Act shall be known as the "***Philippine Foreign Service Act of 1991.***"

Section 2. Table of Contents. – The table of contents of this Act is as follows:

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**Title I
GENERAL PROVISIONS**

Section 3. *Declaration of Policy.* – The State shall pursue an independent foreign policy. In its relations with other states, the paramount consideration shall be national sovereignty, territorial integrity, national interest, and the right to self-determination.

Section 4. *Objective.* – The main objective of this Act is to reorganize and strengthen the Philippine Foreign Service in order to:

- (a) Upgrade the qualifications of the Career Foreign Service Corps and thereby enable its officers and employees to serve effectively the interests of the Republic of the Philippines abroad;
- (b) Strengthen the capability of the Career Foreign Service Corps to conduct studies, analyses and evaluation of events, both domestic and international, that will serve as guidelines for achieving an independent foreign policy for the country;
- (c) Ensure broad representation of the Philippine society in the foreign service and, further, to ensure equal opportunities in the enlistment and recruitment of officers and employees taking into account the ethnic composition of the country;
- (d) Institute improvements in the selection and training of personnel so that only competent persons of good moral character are recruited in the Service;
- (e) Provide that promotions in the Service shall be on the basis of merit;
- (f) Guarantee permanence or security of tenure of the career personnel of the Service during good behavior and satisfactory performance of duty;
- (g) Provide suitable salaries, allowances and benefits that will attract personnel from all walks of Philippine life and to appoint persons to the highest positions in the Service solely on the basis of merit and demonstrated capability in the promotion of national interests;
- (h) Provide a comprehensive and flexible framework for the administration of the foreign service consistent with modern practices in this field; and
- (i) Consolidate into one act all provisions of the law relating to the administration of the foreign service.

In pursuance of the foregoing objective, the principle of nondiscrimination with respect to sex, creed, language, ethnic identity and religion shall be strictly enforced.

Section 5. *Definition of Terms.* – When used in this Act, the term:

- (a) "*Government*" means the Government of the Philippines;
- (b) "*Constitution*" means the 1987 Constitution of the Philippines;
- (c) "*President*" means the President of the Philippines;
- (d) "*Department*" means the Department of Foreign Affairs;
- (e) "*Institute*" means the Foreign Service Institute;
- (f) "*Secretary*" means the Secretary of Foreign Affairs;

- (g) "*Undersecretary*" means the Undersecretary of Foreign Affairs;
- (h) "*Government agency*" means any executive branch of the Philippine Government, or any corporation owned or controlled by the Government of the Philippines;
- (i) "*Service*" means the Foreign Service of the Philippines which includes all officers and employees of the Department of Foreign Affairs in the home office and/or foreign service;
- (j) "*Home office*" means the Department of Foreign Affairs and its offices in the Philippines;
- (k) "*Post*" means all Philippine embassies, missions, consulates general and other foreign service establishments maintained by the Department of Foreign Affairs;
- (l) "*Chief of mission*" means the head of an embassy or other diplomatic missions of the Philippines, or any person appointed by the President to such position, whether serving in the home office or foreign service; and
- (m) "*Principal officer*" means the head of a consulate or consulate general of the Philippines.

Section 6. *Undersecretaries.* – Upon recommendation of the Secretary, the President shall appoint three (3) undersecretaries to advise and assist the Secretary in the formulation and implementation of the Department objectives and policies, and to coordinate and oversee the operational activities of the Department of Foreign Affairs.

The Secretary shall designate one (1) of the undersecretaries in his absence.

Section 7. *Categories of Personnel.* – The Service shall consist of the following categories of officers and employees:

- (a) Chiefs of Mission, Class I and II;
- (b) Career Ministries;
- (c) Foreign Service Officers, Class I, II, III, and IV;
- (d) Foreign Service Staff Officers, Class I, II, III and IV;
- (e) Foreign Service Staff Employees, Class I, II, and III;
- (f) Alien or locally hired employees; and
- (g) Honorary Consuls.

Section 8. *Designation of Foreign Officers in the Foreign Service.* – In the Service, foreign, service officers shall be commissioned as diplomatic or consular officers, or both, and all the official acts of these officers shall be performed under such

commissions. Diplomatic and consular titles shall be coterminous with the assignment at the post.

A chief of mission shall be assigned as ambassador extraordinary and plenipotentiary to head a diplomatic mission, or as deputy head of mission or as consul general to head a consular establishment.

A career minister shall be assigned as career minister in a diplomatic mission or as consul general to head a consular establishment.

A foreign service officer, class I, shall be assigned as first secretary in a diplomatic mission or consul in a consular establishment.

A foreign service officer, class II, shall be assigned as second secretary in a diplomatic mission or consul in a consular establishment.

A foreign service officer, class III, shall be assigned as third secretary in a diplomatic mission or vice-consul in a consular establishment.

A foreign service officer, class IV, shall be assigned as third secretary in a diplomatic mission or vice-consul in a consular establishment.

In a diplomatic post where there is a consular section, foreign service officers may be designated as both diplomatic and consular officers.

Section 9. *Designations of Foreign Service Officers in the Home Office.* – A chief of mission shall be designated by the Secretary as assistant secretary when assigned to head any of the eleven (11) principal offices of the Department. These offices are: Office of American Affairs; Office of Asia and Pacific Affairs; Office of European Affairs; Office of Middle East and African Affairs; Office of Administration, Protocol and Personnel Services; Office of Fiscal Management; Office of ASEAN Affairs; Office of United Nations and International Organizations; Office of Consular Affairs; Office of Legal Affairs; and Office of Policy Planning and Coordination. The Secretary is hereby authorized to review and realign periodically the principal offices of the Department in order to effectively meet the requirements of the Service.

The Director of the Foreign Service Institute shall be also have the title of assistant secretary.

Chiefs of mission designated as assistant secretaries shall retain their items as chiefs of mission. The post of assistant secretary shall be reserved for career chiefs of mission: provided, however, that all incumbent assistant secretaries who are non-career officials shall continue to hold office until June 30, 1992 unless sooner removed by the President. Thereafter, only career officials may be appointed assistant secretaries.

A career minister may be designated as executive director of an office.

A foreign service officer, class I, may be designated as division director.

A foreign service officer, class II, may be designated as assistant division director.

A foreign service officer, class III, may be designated as assistant division director.

A foreign service officer, class IV, may be designated as assistant division director.

A foreign service officer in any class, including chiefs of mission and career ministers, may be designated as special assistant to the Secretary or the Undersecretary.

A foreign service officer below the rank of the chief of mission may be designated as principal assistant in any office.

Any assignment in the home office requiring a rank higher than the actual rank of the officer assigned shall be in an acting capacity.

Section 10. *Foreign Service Staff Personnel.* – There shall be a Service Staff Corps to provide the skills, technical assistance and support services in the home office and the foreign service.

Section 11. *Staffing Pattern and Appointments.* – The Department shall maintain a permanent staffing pattern for the home office and for each post in the foreign service which shall enumerate a definite number of position items in the budget of the Department for all categories of officers and employees: provided, that the staffing pattern may be modified by the Secretary when necessitated by the opening of new posts in its foreign service or new offices in the home office as may be required by a reorganization of the Department approved by the President: provided, further, that the modification shall be incorporated in the budget. The number of appointments in all categories of positions shall strictly conform to the staffing pattern. Appointments may be made only to specific existing vacant items. Appointments in excess of the number of items in the budget shall be null and void ab initio. An appointment, including the appointment of a non-career officer and initial and promotional appointment of a career officer, shall be valid only if it expressly indicates the specific number of the item in the budget. The appointment must bear the date when it was signed, and the Department must certify that the item is vacant on the specified date.

Section 12. *Establishment of Foreign Service Posts.* – The national interest and security shall be the paramount consideration in the establishment of embassies, missions, consulates general and other foreign service establishments maintained by the Department and the priority areas shall be in the countries where the following exist:

- (a) Extending diplomatic, financial, material, humanitarian support and other expressions of solidarity;
- (b) Favorable trade relations and investments currently exist or prospects for trade and investments are favorable;
- (c) A considerable number of Filipino citizens; and
- (d) Adherence to the principle of reciprocity and where such is extended to us.

The Secretary shall define the territorial limits of consular jurisdictions.

Section 13. *Promotion of Philippine Arts and Culture.* – All Service establishments abroad shall promote Philippine arts and culture, works of art of Filipino artists and Philippine products, including paintings, records, books and literature on Philippine history and culture, which shall be used, displayed and exhibit in these offices. Whenever practicable, Philippine products shall be used to furnish these offices.

All gifts given by reason of official and social functions of the foreign service establishments shall be products sourced from the Philippines. The Secretary shall provide in the annual budget of the Department amount as is necessary to cover the cost acquisition, display and exhibition of these works.

Title II APPOINTMENTS

Part. A. Foreign Service Officers

Section 14. *Initial Appointment of Foreign Service Officers.* – Consistent with the goal of developing and strengthening the Career Foreign Service Corps, recruitment into the ranks of foreign service officers shall be exclusively through open competitive examinations to determine the competence, fitness and aptitude of candidates for foreign service work. No person shall be eligible for appointment as a foreign service officers unless he has passed these examinations and demonstrated his loyalty to the Republic of the Philippines and adheres to the principles of the Constitution. The President shall extend initial appointments of foreign service officers exclusively from the list submitted by the Secretary containing the names of those who passed the examinations. Such initial appointments shall be to the lowest rank of foreign service officer, class IV. Any person who, after having passed the examinations, declines to accept an initial appointment as foreign service officer within a period of one (1) year from the date of he was offered the appointment shall be required to take and pass examinations again in order to be eligible for an initial appointment.

All appointments of foreign service officers shall be to a class and to not to a particular post.

Section 15. *Internship Program.* – Immediately following their appointments as foreign service officers, class IV, the individuals concerned shall undergo a one-year cadetship. The program shall consist of (6) months intensive classroom instructions on all aspects of consular and diplomatic duties and responsibilities. The next six (6) months shall be cover an on-the-job training.

Section 16. *Ambassadorial Appointments.* – The President shall nominate and, with the consent of the Commission on Appointments, appoint ambassador extraordinary and plenipotentiary to head embassies and permanent missions. All ambassadorial appointments shall be to a particular post only.

Career foreign service officers may be appointed by the President as ambassadors extraordinary and plenipotentiary and shall retain their items originally held prior to their appointments after their tour of duty as ambassadors extraordinary and plenipotentiary: provided, however, that, during their tour of duty as ambassadors extraordinary and plenipotentiary, they shall not be promoted to the next higher rank.

Section 17. *Heads of Diplomatic and Permanent Missions.* – In order to strengthen the Career Foreign Service Corps and to enable to it respond to challenges in the field of international relations, the President shall be guided, as much as possible, by the principle that a majority of diplomatic and permanent missions shall be headed by career ambassadors.

Section 18. *Reinstatement of Foreign Service Officers.* – The President may, upon recommendation of the Secretary, reappoint to the Service a former foreign service officer who has served continuously for at least two (2) years in the Department, who has been separated from the Service by reason of appointment or election to some other position in the government service. The same privilege shall apply to a former foreign service officer who has been separated from the Service by reason of appointment to the United Nations or other reorganized regional or international organizations and who has served continuously in said regional or international body for at least two (2) years up to the time of reappointment. The Secretary shall, taking into consideration the qualifications and experiences of the candidate of reappointment and the rank of his contemporaries in the Service, recommend the class to which the candidate shall be reappointed. Such reappointment shall be availed of only once and be subject to confirmation by the Commission on Appointments.

Part B. Foreign Staff Officers and Employees

Section 19. *Appointments.* – The shall appoint all foreign service staff officers and foreign service staff employees in accordance with the Civil Service rules and regulations. Recruitment on the foreign service staff officer level shall be made through a competitive examination open to personnel of the Department and outsiders, the successful candidates of which shall be certified by the Board of Foreign Service Examinations for appointment by the Secretary.

Section 20. *Civil Service Eligibility.* – No person shall be appointed foreign service staff officer or foreign service staff employee unless he is a civil service eligible: provided, however, that priority shall be given to those who passed the examinations for foreign service staff officers and foreign service staff employees conducted by the Board of Foreign Service Examinations.

Part C. Provisions of General Application to All Officers

Section 21. *Philippine Citizenship and Permanent Residency.* – No person shall be eligible for appointment to a permanent item in the career service to whatever rank or class who is not a citizen and permanent resident of the Philippines at the time of his appointment and, thereafter, for the entire duration of his tenure in the Department: provided, that those who have secured permanent residence status in a foreign country cannot be appointed to a permanent item in the career service unless they have given

up said status for at least one (1) year and established permanent residence in the Philippines for at least the same period.

Section 22. *Auditing Requirements.* – The Department shall be authorize nor shall the Commission on Audit pass in audit payment of salaries and allowances of any person appointed to any position in the Department in violation of the requirements enumerated under Parts A, B and C, Title II of this Act. Any salary and allowance received on the basis of such invalid appointments shall be refunded by the persons so appointed.

Section 23. *Compulsory Retirements.* – All officers and employees of the Department who have reached the age of sixty-five (65) shall be compulsorily and automatically retired from the Service: provided, however, that all incumbent non-career chiefs of mission who are seventy (70) years old and above shall continue to hold office until June 30, 1992 unless sooner removed by the appointing authority. Non-career appointees who shall serve beyond the age of sixty-five (65) years shall be entitled to retirement benefits.

Part D. Alien or Locally Hired Employees

Section 24. *Appointments and Transfers.* – The Secretary may authorize chiefs of mission or principal officers to appoint alien or locally hired employees for their respective embassies and consulates: provided, that Filipino citizens shall be given preference. Such employees, however, may not be transferred to another country but may be assigned from one office to another within the same country where originally appointed at the discretion of the chief of mission concerned.

Part E. Honorary Consuls

Section 25. *Appointments.* – The Secretary may appoint honorary consuls in areas where there are no Philippine embassies or consulates, under such regulations as may be prescribed by the Department. Honorary consuls shall be appointed from among qualified private persons preferably of Philippine citizenship to perform certain consular functions on non-career basis. Honorary consuls are not given fixed salaries or allowances.

Title III PROMOTIONS

Part A. Foreign Service Officers

Section 26. *Foreign Service Officers Promotion List.* – On the basis of recommendations made by the Board of Foreign Service Administration, the Secretary shall, from time to time, furnish the President with the names of career service officers qualified for appointment to the next higher class, from foreign service officer, class IV, to chief of mission, class I.

Section 27. Cumulative Number of Years of Service in Each Class. – The Secretary may determine a standard performance based on merit for each class which must be met before any foreign service officer may become eligible for promotion to a higher class. All foreign service officers shall be required to render satisfactory service continuously for a minimum period of three (3) years in each class and for the total cumulative period computed at three (3) years for each class before they become eligible for promotion to the next higher class: provided, however, that foreign service officers who have shown exceptional and meritorious qualities and have rendered exemplary service may be promoted to the next higher rank as an exception hereof.

Section 28. Examination for Promotion. – Foreign service officers, class, I, who have completed at least two (2) years of "very satisfactory" service in the rank are required to pass an examination for promotion to the administered by the Board of Foreign Service Examinations before they shall be eligible for appointment as career ministers.

Section 29. Determination of Seniority. – Career ministers and chiefs of mission, class I and II, shall not have grades classifications within each class. Seniority shall be determined by their original dates of appointment as career ministers, as well as the dates of their original entry into the Department.

Section 30. Lateral Entry. – Lateral entry into the Career Foreign Service Corps shall be permitted for those individuals who have successfully passed at the written and oral examinations conducted by the Board of Foreign Service Examinations but at the time when offered an appointment as foreign service officer, class IV, decided to join another government agency: provided, however, that:

- (a) The duration from initial offer of appointment and his request for lateral entry in the Career Foreign Service Corps shall not exceed more than six (6) years;
- (b) That he has very satisfactorily served another government agency for the same duration;
- (c) His reappointment shall be confirmed by the Commission on Appointments; and
- (d) The rank to which he is being reappointed shall not be higher than that of his

successful co-examinees who have joined by the Service immediately after being offered the appointment.

Part B. Foreign Service Staff Officers and Employees

Section 31. Foreign Service Staff Officers and Employees Promotion List. – On the basis of recommendations made by the Office of Personnel and Management Services, the Board of Foreign Service Administration shall, from time to time, furnish the Secretary with the names of career foreign service staff officers and foreign service staff employees qualified for appointment to the next higher class from foreign service staff employee, class II, to foreign service staff officer, class I. All foreign service staff personnel shall be required to render satisfactory service continuously for a maximum period of two (2)

years in each class and for the total cumulative period computed at two (2) years in each class before they become eligible for promotion to the next higher class.

Section 32. *Senior Staff Officers.* – Personnel who have attained the highest rank in the staff service and have rendered service in that position continuously for a period of five (5) years and a cumulative period totaling at least fifteen (15) years shall be eligible for promotion in salary and allowances equivalent to the maximum salary and allowances of foreign service officer, class IV: provided, that they shall have consistently received a minimum efficiency rating of "very satisfactory" throughout those years of service.

Thereafter, for every additional six (6) years of continuous very satisfactory service, they shall be eligible for promotion in salary and shall allowances equivalent to the minimum salary and allowances of the next higher class of foreign service officer.

Part C. Provisions of General Application to All Officers and Employees

Section 33. *Performance Evaluation System.* – The Secretary shall prescribe a performance evaluation system which shall be the basis for the periodic review of performance of all officers and employees. Particularly, the performance evaluation system shall address itself to the weeding-out of incompetent and sterile career personnel and abusive political appointees.

Section 34. *Effects of Promotions.* – Promotions made in violation of this Act shall be null and void and thus have no force and effect. The persons so promoted under such circumstances are deemed to have retained their old positions. Any salaries and allowances derived from such promotions shall be subject to the provisions of the following sections.

Section 35. *Auditing Requirements.* – The Department Fiscal Officer shall not authorize nor shall the Commission on Audit pass in audit the payment of salaries and allowances of any person promoted to any position in the Department in violation of the requirements enumerated under Parts A and B, Title III of this Act. Any salaries and allowances received on the basis of such invalid promotions shall be refunded by the persons so promoted.

Title IV ASSIGNMENTS AND TRANSFERS

Section 36. *Initial Service in the Home Office.* – Except for non-career chiefs mission appointed by the President, no member of the Career Foreign Service Corps shall be assigned to any post abroad unless he has rendered continuous and satisfactory service in the home office for at least three (3) years including undertaking an intensive familiarization program of Philippine conditions, urban and rural.

Section 37. *Tour of Duty.* – Subject to the exigencies of the service;

- (a) The tour of duty of a foreign service officer at any post shall be six (6) years commencing on the date of his arrival at the post, after which he shall serve in the home office;
- (b) The tour of duty of a foreign service officer or employee at any post shall be for a period of six (6) years commencing on the date of his arrival at the post, after which he shall serve in the home office;
- (c) No foreign service, office, foreign service staff officer or employee shall be assigned abroad after return to the home office or recall unless he has rendered continuous and satisfactory service in the home office for at least three (3) years;
- (d) Any foreign service officer, foreign service staff officer or employee on assignment abroad may be recalled to the home or dismissed from the Service at any time for unsatisfactory performance as certified by the head of post and approved by the Secretary upon recommendation of the Board of Foreign Service Administration; and
- (e) No foreign service officer may serve for more than three (3) consecutive years in home office, except when designated as Secretary, Undersecretary or Assistant Secretary.

Section 38. Rotation Plan. – The Secretary shall established a system of assignment and transfer to ensure that all qualified career service officers and employees in the Department shall alternately serve in the diplomatic and consular post in different regions of the world and in the home office. Excluded from the rotation plan are those in the non-career service and those in the career service appointed to such positions which, in the judgment of the Secretary, require a posting of longer duration in the home office.

For this purpose, Manila shall be considered a separate post. The Secretary shall promulgate the guidelines including the financial implications of the provision.

The assignments and transfers of personnel shall follow a regular rotation plan and no officer or employee shall be assigned to a post for less than two (2) or more than six (6) years. For the purpose of assignments, the home office shall be considered as another post. In no case shall an officer or employee be assigned to the same post for two (2) consecutive tours of duty unless he shall have served in other posts located in other regions where there are foreign service establishments. Assignments to hardship posts shall not exceed three (3) years.

Assignments to posts abroad shall take into consideration the particular area of concern that the Government seeks to promote so that only personnel qualified and trained, with a basic knowledge of the language, shall be assigned to said country.

Section 39. Security Clearance. – To ensure immediately availability of officers and employees foreign assignments and appointments, the Secretary shall periodically submit the names and personal histories of newly recruited officers and employees to the appropriate government security agency or agencies for clearance. The security agency or agencies concerned shall act with dispatch on requests for clearance and failure to act on said requests within forty-five (45) days shall be deemed a grant thereof.

Title V ATTACHES

Section 40. *Regular Attaches.* – The Secretary shall designate attaches to various posts abroad from the rank of foreign service officer and foreign service staff officer.

Section 41. *Service Attaches and Representatives of Other Departments.* – The assignment and accreditation of personnel in any department, bureau or agency of the Government as service attaches to embassies or representatives to consulates shall have the prior clearance of the Secretary who shall take into account the specific places where the services of these officers or employees from other the government agencies are needed, except trade attaches who shall be assigned and accredited only after consultation with the Trade Secretary.

Section 42. *Appointment.* – The authority to appoint service attaches and representatives shall be vested in the department secretary sending said officers and employees. A department or agency shall only one (1) service attaché or representative accredited to one (1) post, except military and commercial attaches.

Section 43. *Relationship Between the Chief of Mission and Service Attaches.* – The chief mission shall be responsible for the conduct of the affairs of the Government at his diplomatic post and all service attaches of the other departments and agencies of the Government shall, during their tour of duty abroad, be under his immediate control and administrative supervision. Said attaches shall course through the chiefs of mission all reports, documents and materials to their respective home agencies in the Philippines and shall transmit the same through the diplomatic pouch, the costs of which shall, however, be shouldered by their respective offices. The service attaché shall clear with the chief of mission concerned all their public pronouncements at the post.

Section 44. *Relationship Between the Principal Officer and Representative.* – The relationship between the principal officer at a consular post and the representative assigned thereto shall be the same as the relationship between the chief of mission and the service attaché at diplomatic post, under Section 43, Title V of this Act.

Section 45. *Inter-department Committee.* – There shall be an Inter-department Committee to be composed of an Undersecretaries or their counterparts from other departments and government agencies with service attaches or representatives abroad, as members. The Committee shall prescribe a uniform set or rules and regulations for attaché and representative services and shall meet regularly to assess the performance of their respective officers and employees abroad with the view to improve their output as well as maintaining and strengthening efficient and harmonious relationships with the chief of mission and principal officer and other government workers in the embassy or consulate where they are assigned.

Title VI

BOARD OF FOREIGN SERVICE EXAMINATIONS

Section 46. *Composition.* – There shall be a Board of Foreign Service Examinations to be composed of an Undersecretary of Foreign Affairs, as Chairman, the Head of Personnel and Administrative Services and a Commissioner of the Civil Service Commission, as members, and the Director of the Foreign Service Institute, as Board Secretary.

Section 47. *Functions.* – The Board shall conduct examinations and nominate to the President, through the Secretary, successful candidates for appointments as foreign service officers, class VI. It shall receive and screen applications for the foreign service officer (FSO) examinations.

The Board shall prescribe the academic training and practical experiences required of candidates and determine the subjects on which the written and oral examinations shall be held. The Board shall prepare, conduct and grade the written examinations and certify to the Secretary for oral examinations those candidates who obtained a general average of seventy-five percent (75%) or higher. In the preparation of questions and the grading of examination papers on any subject, the Board may request, through the secretary of the department concerned, the assistance of any competent officer in the government service.

Section 48. *Qualifications of Applicants.* – Foreign service officer (FSO) examinations shall be open to those who are citizens and permanent residents of the Philippines. No person, of either sex, married to an alien may take the examinations without the written consent of the Secretary. Applicants must be holders of a four-year bachelor's degree, below thirty-six (36) years old, and physically and psychologically fit: provided, that any person who is holding a position of responsibility in the Department or the Institute for at least two (2) years prior to the date of examination and who is otherwise qualified to take the examinations may do so, regardless of the maximum age limit prescribed.

Section 49. *Staff.* – The Secretary shall assign to the Board such officers and employees as may be necessary to assist in the efficient performance of its functions.

Title VII

BOARD OF FOREIGN SERVICE ADMINISTRATION

Section 50. *Composition.* – There shall be a Board of Foreign Service Administration to be composed of one (1) of the Undersecretaries, as Chairman, and the two (2) other Undersecretaries and the Assistant Secretaries of the different offices in the Department, including the Director of the Institute, as members.

Section 51. *Functions.* – The Board shall make recommendations to the Secretary concerning the functions and operations of the Service, the policies and procedures to

govern the selection, assignment, promotion, discipline and separation from the Service of chiefs of mission, career ministers, foreign service officers, foreign service staff officers and foreign service staff employees, and the policies to govern the administration and personnel management of the Service: provided, that the chiefs of mission who are commissioned by the President as ambassadors extraordinary and plenipotentiary shall not be investigated by the Board or separated from the Service unless there is an express written directive from the President. It shall establish the efficiency ratings of service personnel and shall perform such other duties as may be assigned to it by law or regulation, including those that may be issued by the Secretary. It shall consider administrative cases brought against officers and employees who commit offenses against the interest of public service and submit to the Secretary its findings and recommendations.

The Board shall keep a lineal roster of all chiefs of mission, career ministers, foreign service officers, foreign service staff officers and foreign service staff employees strictly in the order of their ranks and seniority in each rank or class, based on their respective dates of appointment. In submitting recommendations for promotions to the President, through the Secretary, the Board shall base its recommendations on/the efficiency ratings and seniority of the officers and employees concerned.

Section 52. *Prohibitions.* – No member of the Board, while acting as such member, shall intervene in any way, directly or indirectly, in Board deliberations affecting himself or any relative of his within the fourth civil degree either be consanguinity or affinity.

Section 53. *Disqualifications.* – The following circumstances shall disqualify any officer or employee from being considered for assignment abroad or promotion:

- (a) Pending criminal case with the Sandiganbayan;
- (b) Lack of required length of service as foreign service officer, as embodied under Section 27, Part A, Title III of this Act, except those who enjoyed merit promotion;
- (c) Below "very satisfactory" rating covering the six-month period immediately before the deliberations for assignments or promotions are held; and
- (d) Seeking political interference for his promotion/assignment which weakens the principles of the foreign service.

Section 54. *Disciplinary Actions.* – In the investigation of administrative cases against officers and employees of the Department, the applicable rules and regulations and guidelines promulgated by the Civil Service Commission shall be strictly observed.

No officer or employee of the Department shall be subjected to disciplinary action or otherwise be removed or separated from the Service except for cause as provided for by law in accordance with requirements of due process.

Disciplinary action may be taken against an officer or an employee only by the appropriate disciplinary authority, to wit:

(a) The President for all presidential appointees of the Department, upon the recommendation of the Secretary; and

(b) The Secretary for all those appointed by him or by his predecessors.

No officer or employee of the Department facing administrative charges shall be effectively suspended or otherwise prevented from exercising his normal duties and functions unless so ordered by appropriate disciplinary authority on grounds provided for by law.

In the interest of harnessing all the human resources in the Department, no officer or employee shall be "frozen" or "floated" or otherwise deprived of an assignment, duties or functions appropriate to his rank and position, except for justifiable reasons.

Section 55. Separation from the Service. – The following shall constitute sufficient bases for separation from the Service of any foreign service officer or employee, of all ranks and classes:

(a) Voluntary resignation;

(b) Disloyalty to the Government, unsatisfactory performance of duty, neglect of duty, misconduct, malfeasance, graft, corruption, immoral conduct or gross violation of the Civil Service laws, rules and regulations and reasonable Department rules and regulations;

(c) Any officer or employee who has been given an "unsatisfactory" rating for three (3) consecutive years under the rating system as promulgated by the Secretary in accordance with this Act shall automatically be recommended for separation from the Service;

(d) Refusal of assignment or recall order without valid justifications.

All those found by the Board to be guilty of charges mentioned in paragraph (b) shall be separated from the Service by the President or the Secretary, as the case may be.

The rating system mentioned in paragraph (c) shall be based on generally accepted Civil Service rules and regulations including the right of the officer or employee being rated to appeal to higher authorities for what he feels is arbitrary or overly subjective rating;

(e) With respect to locally or hired or alien employees, the chief of mission or principal officer concerned may separate them from the Service at any time for any cause he may deem sufficient for the purpose, in accordance with local laws and regulations on the matter; and

(f) Honorary consuls may be separated from the Service by the Secretary at any time and for any cause he may deem for the purpose.

Title VIII FOREIGN SERVICE INSTITUTE

Section 56. *Composition.* – There shall be a Foreign Service Institute, whose board shall be composed of the Secretary, as Chairman, and the Chairman of the Civil Service Commission, the President of the University of the Philippines, the President of the Development Academy of the Philippines, and the Director of the Foreign Service Institute, as members.

Section 57. *Functions.* – The Institute, through its academic, training, research, information, publication, systems development and other programmes, shall serve as the center for the development and professionalization of the career corps of the foreign service of the Department and other government agencies which have officers and employees assigned abroad. It shall maintain a Center of International Relations and Strategic Studies (CIRSS) and shall otherwise function as a research institution on issues and problems with foreign policy implications, global and regional strategies and management of foreign affairs while serving as institutional consultant of the Department on matters related to foreign policies and programmes as well as development management, planning, review and evaluation processes in the Department. The Institute shall, inter alia, pursue a training program for those who are leaving for foreign assignments and for those who are recalled and shall hold seminars, including language courses, to prepare such officers and employees for their new assignments.

Section 58. *Operations.* – The Institute shall continue to operate under its own charter. The Director of the Institute shall be a senior career chief of mission with the title of assistant secretary.

Section 59. *Performance Report.* – The Foreign Service Institute shall submit to the President and to Congress an annual performance report.

Title IX FOREIGN INFORMATION COUNCIL

Section 60. *Foreign Information Council.* – There is hereby created a Foreign Information Council composed of the Secretary of Foreign Affairs, as Chairman, and the Secretaries of Defense, Trade and Industry, Tourism, Labor and Employment, and the Office of the Press Secretary, as members. The Foreign Information Council shall provide policy guidance in the formulation of effective overseas information and communications strategies to ensure better understanding of Filipino values, culture and institutions overseas; an accurate presentation of policies in the Government especially in the fields of trade and investment; and coordination of overseas information programs of various government agencies and other entities.

Title X SALARIES

Section 61. *Salary Rates.* – The President upon recommendation of the Secretary shall recommend to Congress a scale of salaries for officers and employees in the Department and the Institute which shall be subject to periodic review.

Title XI INSURANCE AND RETIREMENT SYSTEM

Section 62. *Membership in the Government Service Insurance System.* – All permanent officers and employees of the Service who are citizens of the Philippines shall have compulsory insurance coverage under the rules and regulations governing the same: provided, however, that the President upon recommendation of the Secretary may, as soon as practicable, submit for enactment by Congress a foreign affairs retirement and disability system, taking into account the difficulties of foreign service personnel in setting aside sufficient savings to take care their eventual retirement in the Philippines due to old age or some other disability, with the increased burden of establishing a home in the Philippines after completion of their tour of duty abroad.

Title XII ALLOWANCES, PER DIEMS, TRAVEL EXPENSES AND BENEFITS

Part A. Allowances

Section 63. *System of Allowances.* – The President upon recommendation of the Secretary shall recommend to Congress the establishment of a system of allowances for foreign service personnel which shall be subject to periodic review and shall include the following:

- (a) *Overseas allowance.* – To adjust take home pay of foreign service personnel for any changes in the cost of living abroad which arise from changes in foreign currency conversion rates, differentials in cost of living between the Philippines and foreign post, and extraordinary and necessary expenses not otherwise compensated for, which are incurred by officers or employees in the foreign service;
- (b) *Living quarters allowances.* – To enable personnel to whom those are granted to live in a manner benefitting their representative capacity but not purpose of augmenting basic salary;
- (c) *Clothing allowance.* – To compensate for increased cost of clothing incurred by foreign service personnel assigned to post whose climates are different from that of the Philippines or where unusual circumstances exist;

(d) *Post allowance.* – To defray unusual expenses incident to the operation and maintenance of an official residence suitable for the chief diplomatic or consular representative of the Philippines at his post;

(e) *Representation allowance.* – The enable chiefs of mission, special envoys, ministers, permanent delegates or representatives to international bodies, principal officers and other ranking diplomatic officers stationed abroad uphold the prestige of the Republic of the Philippines and otherwise to present the country with distinction and dignity;

(f) *Education allowance.* – To compensate for additional educational cost incurred by officers and employees assigned abroad for legal dependent children not exceeding three (3) in number who are enrolled in the primary and elementary grades and high school where free public education is absent;

(g) *Medical allowance.* – Intended to cover the cost of medical insurance in countries where medical care is unusually expensive, including cost of hospitalization and medical treatment for foreign service personnel and legal dependents living with the officers and employees at the post; and

(h) *Family allowance.* – To assist foreign service personnel living with their families at the post of assignment in meeting the incremental expenses arising from foreign assignment computed for the dependent spouse and for unmarried legal minor dependent children not exceeding three (3) in number.

Section 64. Rates and Policies on Allowances. – The President shall approve, upon recommendation of the Secretary and the Secretary of Budget and Management, rates, indices, maximum allowable amounts and policies on allowances which shall be applicable to all national government employees stationed abroad pursuant to the Foreign Service Decree.

Section 65. Living Quarters Allowance. – Commutable living quarters allowable shall be granted to officers or employees in the Service assigned abroad who are citizens of the Philippines. Such allowance may cover the rental or quarters including utilities, telephone and other maintenance expenses which may be revised as to amounts not more often than once a year with the approval of the President.

On transfer from post, allowances shall cease at the end of the month following departure therefrom. Commutable living quarters allowance shall be granted at a per annum rate and shall be commuted and paid monthly beginning on the first day of the month following the arrival of the payee at his post of assignment: provided, however, that the suitability of said quarters in each post shall be officially certified under oath by the chief of mission or principal officer: provided, further, that the equivalent of said allowance corresponding to the first three (3) months following arrival at post shall be paid immediately upon its accrual. On transfer from post, allowances shall cease at the end of the month following departure therefrom.

No living quarters allowance shall be paid to persons occupying government-owned, furnished and heated quarters. No allowance shall be paid for quarters occupied free or under arrangements with other parties permitting direct or indirect gain to the claimant or his family.

If a person entitled to living quarters allowance occupies quarters owned by him, his wife or children, he shall be entitled to a quarters allowance equal to fifty percent (50%) of the rental value of the quarters. The chief of mission or principal officer, as the case may be, jointly with the administrative officer shall certify under their official oaths the rental value on the face of the cash voucher.

Lease contracts entered into by any officer or employee assigned abroad should contain a "Diplomatic Clause" whereby the tenant should he be reassigned to another post or is recalled to the home office.

In case of detail of the officer or employee from his post of assignment (detail to the home office excluded), the quarters allowance shall cease to accrue from the first day of the month following the date of his departure unless it can be shown that the rented quarters used as his residence has been retained at the post of assignment and the rentals thereof are continued, but in no case shall the allowance continue beyond three (3) months without the prior approval of the Secretary. If the officer or employee own the quarters occupied by him, payment of the allowance shall cease immediately unless otherwise authorized by the Secretary.

In case officer or employee is on home leave, the allowance shall cease to accrue from the first day of the month following the date of his departure from his post, unless it can be shown that the rented quarters used as residence has been retained at the post of assignment, but in no case shall the allowance continue beyond three (3) months. This regulation shall apply also in cases where extended leaves of absence are taken in any other emergency cases necessitating departure from the post of assignment unless otherwise authorized by the President upon recommendation of the Secretary. If the officer or employee owns the house occupied by him, the allowance shall be discontinued.

Section 66. Overseas Allowances. – Overseas allowance shall be given to any officer or employee in the Service assigned abroad, who is a citizen of the Philippines, whenever the following conditions exist, and certified by the Secretary:

- (a) That the cost of living at a post abroad is proportionately so high that an allowance is necessary to enable an officer or employee at such post to carry out his work efficiently;
- (b) That extraordinary and necessary expenses, not otherwise compensated for, are incurred by an officer or employee of the foreign service incident to the establishment of his post of assignment; and
- (c) That an allowance is necessary to assist an officer or employee of the foreign service who is compelled by reason of dangerous, notably unhealthy or excessively adverse living conditions at his post abroad or for the convenience of the Government to meet the additional expenses of maintaining an assignment.

Section 67. *Adjustment in the Overseas Allowance.* – A permanent committee is hereby created, consisting of the Secretary as Chairman and, as members, the Secretary of Budget and Management and the Governor of the Central Bank, with the objectives of compiling information on foreign currency exchange rate fluctuations and price levels abroad and of recommending periodic adjustments in the amount of overseas allowance to foreign service personnel of the National Government in each foreign service post: provided, that official United Nations consumer indices shall be specifically considered in the committee's evaluation: provided, further, that the adjustments shall be made not more often than once a year: provided, furthermore, that the implementation shall be subject to the availability of funds.

Section 68. *Family allowance.* – A commutable family allowance shall be granted to any officer or employee assigned abroad who is a citizen of the Philippines and who is living with his family at the post of assignment, to a dependent spouse and to each unmarried legal minor dependent child but not exceeding three (3) in number. If both husband and wife are in the Service and assigned in the same post, only one (1) of them may claim the allowance.

No family allowance for spouse shall be payable if the claimant is a widow/widower or separated or when his/her spouse is gainfully employed. However, if the claimant has minor unmarried dependent children to support, he/she shall be entitled to the family allowance of each child but not exceeding three (3) in number.

Unmarried children living with the officer or employee who are mentally and physically retarded regardless of age and who are incapable of supporting themselves shall, for family allowance purposes, be considered as minor children.

Subject to the prior approval of the Department Head, full family allowances may be paid to any claimant.

(a) Who is compelled by reason of dangerous, notably unhealthy, or excessively adverse living conditions, or by other unavoidable circumstances, like lack of educational facilities for his children at his post of assignment, which renders it inadvisable for any or all the members of his family to live with him at his post; or

(b) Who, for the convenience of the Government, must live alone without any or all the members of his family at his post of assignment.

All other meritorious cases by considered by the Department Head as the circumstances and the exigencies of the Service may warrant.

Section 69. *Post Allowance.* – An allotment of fund may be made by the Secretary to any post to defray the unusual expenses incident to the operation and maintenance of an official residence suitable for the chief diplomatic or consular representative of the Philippines at the post.

Post allowance shall be granted at a per annum rate for fiscal years beginning on the first day of the month following arrival thereat. Post allowance shall be payable only when the officer is on duty status at his station. For the purpose of this allowance, such officer shall be deemed on duty status at his station;

(a) When on temporary duty even outside by the city or place where he maintains regular office but remains within the territorial limits of his diplomatic or consular jurisdiction;

(b) When temporary duty outside his diplomatic or consular jurisdiction for consecutive period not exceeding sixty (60) days during he shall be paid the post allowance. Beyond sixty (60) days, no allowance shall be paid except as specially approved by the President. Payment of the post allowance shall be resumed only on the date of the actual return within diplomatic or consular jurisdiction; or

(c) When he is on leave of absence with fully pay provided the leave is spent within the territorial jurisdictions of his post. No allowance shall be paid if the officer goes on leave with pay outside the territorial jurisdiction of his post.

The territorial limits, in case of concurrent jurisdiction, shall extend to all countries or areas comprised in the concurrent office.

No post allowance shall be paid if the officer lives in a hotel as his residence.

Section 70. Representation Allowance. – Representation allowance may be granted to chiefs of mission, special envoys, ministers, permanent delegates or representative to international bodies, principal officers, and other ranking diplomatic officers stationed abroad in order to enable such officers to uphold the prestige of the Republic of the Philippines, to represent their country with dignity, distinction and to carry out their functions more effectively.

Representations allowances shall be expended only for purposes which are of a public character, beneficial to the interests of the public service, and connected with the exercise of the functions of the Government in relation to the conduct of foreign affairs. They may be expended for necessary entertainment, charitable contributions, memorials, flowers, gifts, club initiation fee and membership dues, and the like. The officer to whom the allowance is granted may disburse any portion of it to cover necessary entertainment by his subordinates to accomplish certain task assigned to them.

Expenses charged to representation allowance must be supported by proper receipts or vouchers if the individual amount of expenditures exceeds Fifty United States dollars (U.S. \$50.00) or its equivalent. Where expenses are incurred for entertainment, the voucher must be accomplished by a statement of the officer concerned or by such proofs as may be shown that the expenses have been made in the public interest.

Should special entertaining be necessary because of formal visits of the Philippine dignitaries traveling on diplomatic or special passports, the Department Head shall be informed in advance thereof and specific request for funds therefore be made. No such expenses shall be incurred without the prior authorization of the Department Head.

Maximum allowable amounts shall be established for each category of representation allowance in accordance with Section 64, Part A, Title XII of this Act.

Section 71. Clothing Allowance. – Clothing allowance may be granted to officers and employees of the Service assigned abroad who are citizens of the Philippines not more often than once every twelve (12) months, the rates of which shall be determined by the Department.

Section 72. Education Allowances. – Education allowance may be granted to officers and employees assigned abroad who are citizens of the Philippines of their legal dependent children not exceeding three (3) in number, who are enrolled in the primary, elementary and high school levels. This grant shall not, however, be payable in respect to post where free educational is provided for.

The allowance may be granted as reimbursement of actual costs within such maximum amounts as shall be fixed by the Secretary and the Department of Budget and Management, with the approval of the President, per school year of each child subject to presentation of receipts and other evidence of payment of matriculation, tuition, books and other school fees.

Section 73. Medical Allowance. – Foreign service personnel may be required by the Department concerned to subscribe to a medical insurance scheme available in the host country. Twenty-five percent (25%) of the corresponding premiums shall be payable by the personnel concerned and seventy-five (75) thereof shall be borne by the Government as its contribution.

In the event of illness or injury requiring hospitalization of a foreign service personnel, not as a result of vicious habits, intemperance or misconduct or his part, the Government shall reimburse the cost of medical expenses in accordance with the regulations prescribed in the first paragraph of the section: provided, that no medical insurance scheme is available in the post of assignment.

The medical expenses shall cover the cost of hospitalization and/or payment of the services of the attending physician, including travel expenses to and from the hospital or clinic, and such other incidental expenses as may be incurred in connection with such hospitalization treatment but not to exceed the amount as fixed pursuant to Section 64 hereof.

Only legal dependents of those mentioned in the first paragraph hereof living with the officer or employee at the post shall be entitled to the medical allowance.

Section 74. Relocation Allowance. – Any office or employee of the Service on assignment or from a post shall be entitled to an allowance for packing at destination furniture and other household goods and personal effects in such amounts and within such limitations as may be prescribed pursuant to Section 64, Part A, Title XII of this Act.

This allowances entitles the officer or employee to choose either of the following:

- (a) Ship his household goods and personal effects to the authorized destination at the expense of the Government in accordance with the rules regulations as the Secretary and the Secretary of the Department of Budget and Management may prescribe with the approval of the President; or

(b) Receive the money plus equivalent to fifty percent (50%) of the estimated cost or packing and shipping of the household goods and personal effects to the authorized destination as computed in letter (a) above.

Part B. Per Diems

Section 75. *Persons Entitled to Per Diems.* – All officers and employees of the Service on travel status or on assignment out of their regular post shall be entitled to per diems at such amounts as the Secretary with the approval of the President, may prescribe by regulations.

Section 76. *Service Allowance in Lieu of Per Diems.* – When meals are included in the fare of any carrier, no per diems shall be allowed but service allowance equal to fifty percent (50%) of the per diems authorized shall be payable to the traveler.

Section 77. *Computation.* – Per diems and service allowance shall be computed by dividing the day into quarters beginning at midnight. No per diems will be paid for fractions of a quarter. Local time will be used computing per diems, no consideration being given to time lost or gained by traveling through the time zones. All vouchers for per diems must clearly state the exact hour, local time of entry into each area, as well as the time of original departure from the Philippines or post of duty and arrival at new post or return to the Philippines or other post of permanent duty.

Part C. Travel Expenses

Section 78. *Class of Transportation.* – All officers and employees of the Service shall be entitled to economy class transportation by any usual means of public transportation for themselves, their spouse and dependent minor children, not exceeding three (3) in number, whenever such travel is duly authorized by the Secretary: provided, that this restriction shall not apply to the children in excess of three (3) of any officer or employee already in the service of the Department on December 31, 1950. For local travel away from post but within the district of assignment by any member of the staff, authority for such travel may be granted by the principal officer present at the post.

Whenever deemed necessary due to high cost of living or unhealthy conditions obtaining at the post of assignment abroad, the spouse of any officer or employee in the foreign service and their children, including their reasonable personal effects may, upon request to the parties concerned, be allowed economy class return transportation to Manila at the expense of the Government. This privilege may be extended to unmarried dependent children of the officer or employee concerned until they become of age (21 years old) while living with their parents abroad.

This privilege may be granted only once. Any member of the family (wife, husband or unmarried children) of any officer or employee who returns to the Philippines in the manner provided in the second paragraph hereof and who may want to rejoin later the officer or employee abroad either at the post where such member of the family came, or

at another post in the same country to which the officer or employee has been subsequently transferred, shall be not be allowed official transportation for his proposed trip. Should such member rejoin the parent-officer or employee abroad, even at his own expenses, such member shall not be entitled thereafter to official return transportation to the Philippines.

Part D. Benefits

Section 79. General Benefits. – The Secretary shall extend benefits including medical services and comprehensive health insurance coverage for home office personnel and their families.

Section 80. Leaves of Absence. – Kinds of Leave – All officers and employees of the Service who are citizens of the Philippines shall be entitled to thirty (30) days vacation leave and thirty (30) days sick leave with full pay for each year of service. Alien or locally hired employees shall be entitled to such vacation and sick leaves as they might be entitled to if they were employed by their own government in the place where the post is situated, but in no case should such leave exceed thirty (30) days vacation leave and thirty (30) days sick leave for each year of service.

Accumulation of Leaves – Under such regulations as the Secretary shall prescribe with the approval of the President, all officers and employees of the Service shall be entitled to the accumulation of any vacation or sick leave not taken in any year, in accordance with Civil Service rules and regulations and subject to the exigencies of the Service.

Home Leave – The Secretary may order to the Philippines for home leave any officer or employee who is a citizen of the Philippines, together with his family, upon completion of three (3) years of continuous and satisfactory service abroad or as soon as possible thereafter. The time actually and necessarily spent in going to and from the Philippines shall not be counted as leave. While on leave in the Philippines, such officer or employee may be required to serve in a position of comparable importance in the Department, but the period of such assignment shall not be counted as leave: provided, that the period of this home leave shall not exceed thirty (30) working days.

Section 81. Exemption from Taxation. – All allowances, per diems, benefits, and the like received by officers and employees of the Service in consideration of their service while on assignment abroad, except their basic salaries, shall be exempt from the Philippine income tax.

Any officer or employee returning from a regular assignment abroad for reassignment to the home office or who dies, resigns, or is retired from the Service shall be exempt from the payment of all duties and taxes on his personal and household effects, including one (1) used motor car duly registered in his name for at least six (6) months: provided, however, that the exemption shall apply only to the value of motor car and to the aggregate assessed value of said personal and household effects, the latter not to exceed fifty percent (50%) of the total amount received by such officer or employee in salary and allowances during his latest assignment abroad but not to exceed four (4)

years: provided, further, that this exception shall not be availed of more often than once every four (4) years.

Part E. Provisions of General Application

Section 82. *Foreign Service Compensation Plan.* – The provisions of Executive Order No. 495 and Presidential Decree No. 1285, both issued in 1978, as well as the provisions of other acts, decrees, orders, letters of implementation, letters of instruction, and rules and regulations which are not inconsistent with the aforementioned order and decree shall apply with respect to the foreign service compensation plan of the Department. For purposes of implementing this title the home office shall be considered a separate post.

Title XIII FINAL PROVISIONS

Section 83. *Organization.* – The Secretary shall effect the organization of the Department and the foreign service in accordance with the provisions of this Act and, for this purpose, he is hereby authorized to allot the funds provided for the Department in the General Appropriations Act.

Section 84. *Use of Savings.* – The Secretary is hereby authorized the use of any savings in the appropriation for the Department for the payment of:

- (a) Expenses for the evacuation or repatriation to the Philippines, when necessary due to emergency, of members of the household of the personnel of any diplomatic or consular establishment as well as transportation of their personal effects;
- (b) Actual return passage by the most direct and economical means of transportation and the cost of shipment of the household effects to Manila of any officer or employee in the foreign service, including the immediate dependent members of his family, who resigns or is separated from the Service for cause;
- (c) The cost of preparing and transporting the remains of an officer or employee who is a citizen of the Philippines and the immediate members of his family who may die abroad or while on travel status; or
- (d) Contingent and unforeseen expenses that may arise in connection with the operation of the foreign service.

Section 85. *Pool of Foreign Service Officers.* – In all appropriations acts providing funds for the operation and maintenance of the Department, the position of foreign service officers, including those who may serve in the home office, shall be in a pool grouped according to their classes with their salaries and allowances indicated in one lump-sum for each class, leaving to the head office the discretion to assign or commission those officers whenever their services may be utilized to advantage, subject to the limitations provided by law.

Section 86. *Passport Revolving Fund.* – The Department is hereby authorized to charge a service fee of One hundred Philippine pesos (P100.00) or such appropriate amount as may be prescribed by the Secretary for each service rendered to private individuals relating to the processing and issuance of passports beyond regular office hours.

The fees received by the Department shall constitute a revolving fund to be called the Passport Revolving Fund which shall be directly utilized by the Department for the improvement of its passporting and consular services and other Department services.

The setting up, use and disbursement of funds shall be subject to review, accounting and auditing rules and regulations of the Commission on Audit.

The Fund shall be subject to an annual review by Congress.

Section 87. *Rules and Regulations.* – The Secretary may issue such rules and regulations as may be necessary to implement the provisions of this Act as well as the provisions of acts, decrees and orders which are not inconsistent with this Act, including the formulation of a code of conduct and decorum for all officers and employees of the Department and other government attaches serving with the Department.

The Secretary shall review periodically all existing administrative rules and regulations embodied in the Foreign Service Code of 1983 with the end in view of updating such rules and regulations which may be inconsistent with national interest. Special reference is made to rules and regulations in the issuance of passports and visas which may need to be revised and updated.

Section 88. *Appropriations.* – There is hereby authorized to be appropriated from the National Treasury such amounts as may be necessary to provide for any salary and allowances of ambassadors extraordinary and plenipotentiary appointed by the President outside of the Career Foreign Service Corps. Thereafter, such amounts shall be incorporated in the General Appropriations Act under the annual budget of the Department of Foreign Affairs.

Section 89. *Separability Clause.* – If any section or any part of this Act shall be declared unconstitutional by competent authority, the remaining sections or parts of this Act shall not thereby be affected.

Section 90. *Repealing Clause.* – The Foreign Service Act of 1952 (Republic Act No. 708, as amended), all other acts, presidential decrees, executive orders, letters of implementation, letters of instruction, and rules and regulations which are inconsistent with any of the provisions of this Act are hereby repealed or amended accordingly.

Section 91. *Effectivity Clause.* – This Act shall take effect fifteen (15) days after the completion of its publication in the Official Gazette or in any newspaper of general circulation.

Approved: **September 19, 1991.**



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

DEPARTMENT ORDER NO. 04 - 2018

Guidelines Revising Chapter XVI on Honorary Consular Officers
of Department Order No. 19A-95, dated 28 April 1995

I. APPOINTMENT AND TERM OF OFFICE

Section 1
Appointment

Honorary consuls general, consuls and vice consuls shall be appointed by the Secretary in accordance with Section 25 of Republic Act 7157 and other relevant provisions of existing laws.

Section 2
Nature, Position and Term of Office

The position of Philippine honorary consular officer is one of trust and confidence. Honorary consular officer shall serve at the pleasure of the Secretary of Foreign Affairs. The term of office shall be three (3) years and may be extended by the appointing authority for additional periods of three (3) years or less.

The appointment of Philippine honorary consular officer ends upon the establishment of a career Foreign Service Post, relinquishment of office, resignation, non-renewal of appointment, when relieved of duties due to termination prior to the conclusion of appointment, or upon appointment of a career consular officer.

Section 3
Qualifications

The basic qualifications required in the selection of persons for appointment as Philippine honorary consular officer are the following:

- a. Must be resident of the proposed consular seat;
- b. Must have sufficient financial resources, social prominence, and/or must be influential in the business and government circles;
- c. Must be a person of unsullied character and integrity;
- d. Must possess a genuine and sincere interest in representing the government and people of the Philippines;
- e. Must be willing to fulfil the mandate of the office in promoting and protecting the interests of the Philippines and the welfare of Filipinos;
- f. The nationality must be consistent with the provisions set forth in the Vienna Convention on Consular Relations of 1963; and

- g. Must be able to provide and maintain adequate and suitable office befitting the representative capacity of the position.

Section 4 Disqualifications

The following persons may not be appointed as Philippine honorary consular officers:

- a. Those who have direct or indirect private interests of such character as to constitute a hindrance to their independence or impartiality in the exercise of their official functions or would amount to a conflict of interest;
- b. Those who are members of, or are associated with, any organization whose aims are inimical to the interest of the Philippines and the receiving state; and
- c. Must not currently hold a position or title of an honorary consular officer of another country.

Section 5 Initial Appointment

On matters pertaining to the initial appointment of honorary consular officer, the Supervising Post shall comply with the pertinent provisions reflected in FSC-145-2016 (*Guidelines on the Initial Establishment of a Philippine Consular Post Headed by an Honorary Consular Officer*) dated 11 August 2017 (*attached as Annex 1*).

Section 6 Credentials and Documentation

Upon appointment, the following documents shall be provided to the newly designated Philippine honorary consular officer through the Supervising Post:

- a. Signed Appointment Paper;
- b. Signed Consular Commission (in English and Filipino);
- c. Agreement between the Secretary of Foreign Affairs and the Honorary Consular Officer relating to the latter's appointment;
- d. Declaration Regarding Loyal Conduct of Officer;
- e. Identification (ID) Card; and
- f. Signature and Handwriting Specimen Card.

The Agreement, Declaration Regarding Loyal Conduct of Officer and the Specimen Signature Card shall be signed by the honorary consular officer and returned to the Department through the Supervising Post, together with the duly accomplished ID Information Sheet and two (2) colored photographs, size 2 inches (5.1 cm) by 2 inches (5.1 cm) for the processing of the identification card to be issued to the honorary consular officer.

The Supervising Post shall forward the Consular Commission to the Department of Foreign Affairs of the host government, together with the request for *Exequatur*. The honorary consular officers shall enter into the official performance of their functions upon receipt of their *Exequatur* from the Supervising Post.

Section 7 Salaries

Philippine honorary consular officials and their staff shall not receive any form of compensation from the Philippine Government.

II. DUTIES AND FUNCTIONS

Section 8 Duty

It is the duty of the Philippine honorary consular officers to promote and protect the interests of the Philippines and the Filipinos in their consular district.

It is also the Philippine honorary consular officers' duty to discharge administrative and fiscal responsibilities, as required by the Department of Foreign Affairs.

Section 9 Functions

In accordance with their duty, the Philippine honorary consular officers shall actively:

- a. Protect and promote the welfare and interests of Philippine nationals, including providing consular assistance and services to those distressed within the bounds of their authority and consular jurisdiction;
- b. Perform certain consular functions and services as may be determined by the Supervising Post in the furtherance of Philippine interests abroad;
- c. Promote closer relations between the Philippines and the country where the honorary consular officers are stationed, be acquainted with matters that may impact on the interests of the Philippines and promote Philippine trade, commerce, industry, investments, culture, agriculture, and tourism;
- d. Monitor and submit periodic reports on the economic, political, social, cultural, and technological and scientific developments in their country in general and consular jurisdiction assignment in particular;
- e. Develop a market in their consular district for Philippine products and disseminate updated and factual information about Philippine political, economic, and social and cultural developments;
- f. Liaise regularly with local officials in their consular jurisdiction in the furtherance of Philippine interests;
- g. Prepare and submit fiscal and related administrative reports; and
- h. Represent the government of the Philippines in local official functions and ceremonies; and
- i. Perform other functions as may be directed by the Secretary of Foreign Affairs or his/her duly designated representative.

Section 10 Prohibitions

Philippine honorary consular officers are prohibited from:

- a. Representing firms in their district exporting goods to the Philippines in competition with other firms in their district;
- b. Representing foreign shipping companies, which compete with Philippine ships calling at ports within their consular districts;
- c. Representing foreign firms exporting to their consular districts goods or products which compete with those from the Philippines;
- d. Discriminating against Philippine firms in favor of other Philippine firms exporting to their consular districts;
- e. Engaging in actions that will amount to a conflict of interest in their function as a Philippine honorary consular officer;
- f. Engaging in any action prejudicial, directly or indirectly, to the bilateral relations between the Philippines and the receiving state; and
- g. Undertaking any duties of a diplomatic, consular or other official character for the government of another State, unless prior consent is given by the Supervising Post or by the Secretary of Foreign Affairs.

III. JURISDICTION AND ADMINISTRATION

Section 11 Jurisdiction

The Secretary of Foreign Affairs, upon consultation with and recommendation of the supervising Head of Post and concurrence with the host country, shall define the consular district of the consular post, which shall be reflected in the Appointment Paper, the Consular Commission and the Agreement. The consular post headed by the honorary consular officer shall limit its operation to within its consular district.

Section 12 Redefinition of Jurisdiction

In the exigencies of the service, the Secretary of Foreign Affairs may, upon consultation and recommendation of the supervising Head of Post and concurrence of the host country, redefine the consular district of the consular post headed by the honorary consular officer.

Section 13 Supervision

Philippine honorary consular officers shall be under the immediate supervision of the Philippine Embassy having jurisdiction over the consular district. Subject to prior approval by the Secretary of Foreign Affairs, the Philippine Embassy may delegate supervision over the consular post to the nearest career Philippine Consulate General.

Section 14 Official Hours

The consular post shall be open to the public during official hours locally observed. In cases of great urgency, official service may not be refused by the honorary consular officers even outside the official hours. The address and contact information of the consular post and its honorary consular officers, including their official hours should be made known and accessible to the public in a suitable manner.

Section 15 Official Holidays

Philippine honorary consular officers shall observe official public and non-working holidays of the Philippines as provided for by existing laws and official proclamations and announcements. The observance of official public and non-working holidays does not preclude the honorary consular officers from performing official services during urgencies as provided for in Section 14.

Section 16 Leaves of Absence

The supervising Head of Post is authorized to grant the request of the Philippine honorary consular officers for a leave of absence from their Post for a period not exceeding one month. For an absence longer than one month, permission should be obtained from the Secretary of Foreign Affairs through the supervising Head of Post. When requesting for a leave of absence, the honorary consular officers shall designate a suitable person, whose name must be reported to the Supervising Post, to take care of routine matters during their absence. The person in temporary charge may not issue visas or administer oaths. The Supervising Post must inform the Human Resources Management Office of the Department of Foreign Affairs of all leaves of absence of the Philippine honorary consular officers. All Philippine honorary consular officers visiting the Philippines, whether on official or personal leave, are expected to call on the concerned offices of the Department.

IV. IMMUNITIES AND PRIVILEGES

Section 17 Reciprocity

Philippine honorary consular officers shall make periodic reports to the Home Office regarding the extent of immunities and privileges being granted to them in their respective countries of assignment. In accordance with the principle of reciprocity, this shall be the basis for the grant of immunities and privileges to their counterparts in the Philippines, if any. In countries where there are no designated Philippine honorary consular officers, the Foreign Service Posts exercising jurisdiction over the same shall do the reporting.

V. CORRESPONDENCE AND BOOKS

Section 18

Correspondence with the Department of Foreign Affairs

Correspondence with the Department of Foreign Affairs or any other agency of the Philippine Government shall be coursed through the supervising Head of Post.

Section 19

Correspondence with Local Authorities

Correspondence concerning normal functions of the consular establishment may be carried on directly with the local authority under the jurisdiction of the honorary consular officer. If the subject matter is deemed sensitive, such as those involving national security and related concerns, or has financial or legal implications to the Department of Foreign Affairs, the honorary consular officer shall obtain approval from the Supervising Post.

Section 20

Correspondence with the Public

Correspondence with the public and replies to private inquiries shall be carried on directly. If the subject matter is deemed sensitive, such as those involving national security and related concerns, or has financial or legal implications to the Department of Foreign Affairs, the honorary consular officer shall obtain approval from the Supervising Post.

Section 21

Books

The following books shall be maintained and kept by the Philippine honorary consular officer:

- a. Journals for incoming and outgoing correspondence;
- b. Record book for declarations and investigations of complaint of masters or crews of Philippine ships;
- c. Ledger on fees collected;
- d. Notarial record; and
- e. Record of visas issued.

Upon conclusion of the appointment of honorary consular officer, the above-mentioned books shall forthwith be surrendered to the Supervising Post.

VI. OFFICE REQUISITES AND ACCOUNTS

Section 22

Office Requisites

Every consular post headed by honorary consular officer shall be provided by the Department of Foreign Affairs, through the Supervising Post with the following:

- a. Coat of arms;
- b. Philippine flags (indoor, outdoor and table flag);
- c. Official seal (dry and wet); and
- d. Official receipts and other prescribed forms.

Section 23 Coat of Arms

The Coat of Arms shall be placed at the most prominent place of honor at the entrance of the consular post headed by honorary consular officer. The Philippine honorary consular officer shall strictly observe the provisions set forth in Republic Act No. 8491, otherwise known as the Flag and Heraldic Code of the Philippines on the proper use and display of the Flag and heraldic devices.

Section 24 Display of the Flag

The flag shall be displayed in the consular post headed by an honorary consular officer from sunrise to sunset, except when the weather is inclement, during office days and on all Philippine national holidays and on such other occasions, as the head of the Supervising Post may deem appropriate. When necessary, the flag may also be flown for purposes of protection. However, the local usage on the display of the flag should be appropriately considered.

Section 25 Electronic Mail Address

The Department, whenever practicable, shall provide an official email to all consular posts headed by honorary consular officers. To ensure the safety and integrity of the email address, it shall be deactivated upon the conclusion of the official duty of the honorary consular officer and reactivated upon the appointment of a new one.

Section 26 Department Orders and Circulars

The Supervising Post shall furnish the consular post headed by honorary consular officer copies of Department circulars and orders, relevant Philippine laws and statutes, information pamphlets, and other publications whenever such documents and materials are made available.

Section 27 Briefings

The Supervising Post shall make arrangements for periodic briefings of Philippine honorary consular officers to update them on regulations on administrative, fiscal and consular matters, current Philippine government policies on trade and investment

promotions, assistance to nationals, and the present Philippine economic situation, notably in trade, labor, environment, tourism and investment.

Section 28 Collections and Expenditures

Upon appointment by the Secretary of Foreign Affairs of the honorary consular officers, they shall sign an Agreement which stipulates, among other things, that they shall have no claim to any salary, emolument, wage or pension and they waive the right to claim reimbursement from the Philippine Treasury for any possible damage incurred in exercising the functions as honorary consular representatives of the Republic of the Philippines. The Agreement shall also stipulate a pledge that they shall willingly bear without benefit of reimbursement all expenses arising from the conduct of the consular office and turn over monthly the gross fee receipts to the Department of Foreign Affairs, through the Supervising Post, subject to 50% retention under Section 30 of this Order.

Section 29 Initial Reimbursable Expenditures

Notwithstanding the terms of the Agreement, the Department of Foreign Affairs may reimburse the honorary consular officer in full, subject to the availability of funds, upon presentation of receipts, the initial costs of acquiring the following items, upon opening of the consular post headed by the honorary consular officer, when these items are not provided from Manila:

- a. Coat of Arms of the Republic of the Philippines;
- b. Philippine flag;
- c. Dry seal of the establishment;
- d. Wet seal of the establishment; and
- e. Printed receipts and other prescribed forms (letterhead not included).

Section 30 Administrative Expenses

Consular Posts headed by honorary consular officers may only retain not more than fifty percent (50%) of income collected to cover part of their administrative expenses, which may be as follows:

- a. Stationery and prescribed forms that may be printed locally;
- b. Postal, photocopying and fax expenses;
- c. Bank charge on remittances of collection;
- d. Replacement costs of worn-out Philippine flags; and
- e. Others which may be authorized by the Department.

Acknowledgement receipts or equivalent certifications for the 50% collections retained shall be submitted. The total (100%) collections, however, shall be duly reported and the remaining 50% of the total income collections shall be remitted on a monthly basis to the Supervising Post.

Section 31 Fiscal Report

To meet accounting and auditing requirements, the following collection account returns shall be accomplished in duplicate and submitted every 10th of the succeeding month to the Department, through the Supervising Post for onward submission to oversight agencies:

- a. Cash Receipt Register (CRR) supported with duplicate copies of the Official Receipts issued. In case of cancellation or defective receipts, both original and duplicate receipt shall be submitted. The reports should indicate the full amount of the gross fee receipts;
- b. Certification Receipt issued by the consular post acknowledging the receipt of amount retained equivalent to 50% of income collected;
- c. Copy of Deposit slip/s for remittance of 50% income collected and/or Acknowledgement Receipt issued by supervising Foreign Service Post;
- d. Cumulative Report of Income Collection; and
- e. Report of Accountability for Accountable Forms.

If there are no collections during the month, a certificate to that effect will suffice in lieu of the monthly Cash Receipt Register.

Forms in items *a*, *b*, *d* and *e* are attached as Annex 2 to 5. Copies of deposit slip/s in item *c* must be submitted by consular post through the Supervising Post.

The foregoing account returns must be signed by the honorary consular officer.

Section 32 Transmittal of Account Returns

The account returns shall be submitted to the Supervising Post, who shall, in turn, review and examine them for completeness and accuracy before forwarding them to the Department.

Section 33 Consular Service Fees

Philippine honorary consular officers shall be guided by regulations governing consular service fees when accepting payments for services.

VII. NOTARIAL FUNCTIONS

Section 34 Administration of Oaths

Philippine honorary consular officers, if allowed by the host government, may administer oaths to Philippine citizens. In addition, they may perform the following:

- a. Certify ships' papers;

- b. Authenticate the signature of Philippine citizens;
- c. Authenticate the validity of the official acts of local authorities or notaries public that had been authenticated by the Ministry of Foreign Affairs (MOFA) of the host government; and
- d. Authenticate documents that had been authenticated by the Office of Consular Affairs including Satellite Offices and Regional Consular Offices.

Section 35 Depositions

Philippine honorary consular officers, if allowed by the laws of the host government to administer oaths, are authorized to take depositions of witnesses in cases pending in Philippine courts and accept commissions from Philippine courts to take down in writing the oral testimonies of witnesses.

Depositions are the testimonies of witnesses taken down in writing under oath or affirmation before a judicial officer, notary public or some other officer in answer to interrogatories, oral or written. In contrast, commissions are writs or processes issued by special orders of courts under seal, authorizing an officer in a distant place or province to take down the testimonies of witnesses by deposition. The rules for the taking of depositions by commission are set by the court issuing the commission.

Sec. 36 Estates

Philippine honorary consular officers are authorized to intervene in the settlement of estates of deceased Philippine nationals.

Philippine honorary consuls are instructed to apprise and report the proceedings in the settlement of such estates to their Supervising Post.

VIII. PASSPORTS AND TRAVEL DOCUMENTS

Section 37 Diplomatic and Consular Passports

Philippine honorary consular officers are not authorized to act on requests for the issuance, revalidation or extension of diplomatic and official passports.

Section 38 Regular Passports

Philippine honorary consular officers are not authorized to issue, extend or amend regular passports.

Section 39
Travel Documents

Philippine honorary consular officers are authorized to issue Travel Documents to resident Philippine citizens in their consular district.

A report on Travel Documents issued, together with a copy of the corresponding applications and the supporting documents shall be forwarded to the Supervising Post for information and for onward transmittal to the Office of Consular Affairs every end of the month.

IX. VISAS

Section 40
Issuance of Visas

Philippine honorary consular officers may issue non-immigrant visas subject to existing rules and regulations.

All visa applications requesting entry through limited ports of entry, which shall be identified through Foreign Service circulars, shall require prior authorization from the Department.

Ports are classified as unlimited ports of entry unless otherwise identified as a limited port of entry.

Philippine honorary consular officers shall submit to the Supervising Post a report of non-immigrant visas issued, as prescribed by existing rules and regulations.

A Philippine honorary consular officer shall not issue a visa to an applicant who is in the visa look-out-list provided by the Office of Consular Affairs through the Supervising Post.

X. ASSISTANCE TO NATIONALS

Section 41
Relations with Filipinos

All Filipino citizens, whether transient or resident in the district of the Foreign Service Post, are entitled to protection and assistance. They shall be received cordially and extended proper assistance, regardless of political or social position or immigration status.

Section 42
Assistance to and Repatriation of Distressed Filipinos

Philippine honorary consular officers shall extend, whenever practicable, possible aid and assistance to distressed Filipinos within their districts, whether resident or

transient. This aid shall include repatriation. However, they shall not spend funds or pledge the credit of the Government of the Philippines for this purpose, except as authorized by the Department. Requests for funding assistance for nationals in great need, such as defense lawyer's fees, repatriation expenses and the like must be coursed through the Supervising Post.

Philippine honorary consular officers should observe the pertinent section of Section 14 of this Department Order when distressed nationals seek their help and protection.

Section 43 Filipino Community Associations

Philippine honorary consular officers shall maintain good relations and engage with Filipino nationals, including former citizens, in their districts. These associations shall be dedicated to civic purposes, particularly as venues for wholesome recreational activities, self-improvement, mutual aid and protection. Efforts shall be taken to preserve unity and cooperation among members of Filipino communities.

XI. PERFORMANCE REVIEW

Section 44 Annual Performance Review

The supervising Head of Post shall make an annual review of the performance of Philippine honorary consular officers based on their functions set forth in Section 9 of this Order. For this purpose, all honorary consular officers are required to submit the monthly Fiscal Report, a Semi-Annual Report of Accomplishments, and Work Plan for the forthcoming year.

XII. CONCLUSION OF OFFICE

Section 45 Evaluation of Performance

Within a reasonable period of time before the formal conclusion of official duty of any honorary consular officer, it shall be the duty of the Head of the Supervising Post to submit to the Department an evaluation of the out-going honorary consular officer's service, citing specific merits and accomplishments and recommending the continuity of the operations of the consular office, if necessary.

Section 46 Turnover of Records and Property

At the conclusion or termination of their term of office, the Philippine honorary consular officers shall coordinate with and turn over to the Supervising Post all records and properties of the Philippine government, including the latest inventory of such records and properties.

XIII. END OF TERM

Section 47 Notification to Receiving State

The Supervising Post shall notify the government of the receiving state of the conclusion or termination of the term of the honorary consular officer.

Section 48 Farewell Calls

Unless contrary to local practice, the out-going consular officers shall inform the local government that exercises jurisdiction over the consular district of their conclusion of official duty and undertake farewell calls on the Consular Corps.

Section 49 Recognition of Dedicated Service

After evaluation and recommendation from the Head of the Supervising Post, the Secretary of Foreign Affairs may exercise discretionary authority and award a Medal of Merit and a Certificate of Merit and Appreciation to an out-going honorary consular officer and/or recommend to the President of the Philippines the conferment on them of a Presidential Decoration.

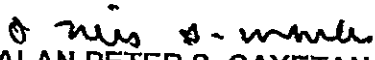
XIV. REPEALING CLAUSE

Section 50

This Order shall take effect immediately and amends Chapter XVI on Honorary Consular Officers of Department Order No. 19A-95, dated 28 April 1995.

Section 51

All other Department Orders, Circulars and Regulations inconsistent with this Order are hereby repealed.


ALAN PETER S. CAYETANO
Secretary of Foreign Affairs

APR 12 2018

Pasay City,



**DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS**

FOREIGN SERVICE CIRCULAR NO. 145-2016

**SUBJECT: GUIDELINES ON THE INITIAL ESTABLISHMENT OF A
PHILIPPINE CONSULAR POST HEADED BY AN
HONORARY CONSULAR OFFICER**

The procedure relevant to the establishment of a consular post headed by an honorary consular officer is premised on the provisions of Article 2 (*Establishment of Consular Relations*), Article 4 (*Establishment of a Consular Post*) and Article 10 (*Appointment and admission of heads of consular posts*) of the Vienna Convention on Consular Relations (VCCR) of 1963.

In view of these provisions and in order to make consistent the rules governing the initial establishment of a consular post and later, the appointment of an honorary consular officer, the following procedures are thereby instituted:

1. Recommendations / proposals of Philippine Embassies/Consulates for the establishment of a consular post to be headed by an honorary consular officer must be initially conveyed by the PHL Foreign Service Post (FSP) to the Home Office through the Human Resource Management Office (HRMO). The proposal must state detailed justifications for the opening of the consular post, including the proposed consular functions.
2. Recommendation to open a consular post to be headed by an honorary consular officer shall be vetted by the concerned geographic office, and other offices such as the Office of the Undersecretary for International Economic Relations (OUIER), Office of the Undersecretary for Migrant Workers Affairs (OUMWA), and Office of Financial Management Services (OFMS).
3. If approved by offices mentioned in item 2, PHL Embassies/Consulates shall be instructed to informally raise with the receiving state the intention to open a consular post to be headed by an honorary consular officer. If the receiving state has agreed in principle to the opening of a consular post to be headed by an honorary consular officer, PHL FSP must inform the Department through HRMO.
4. HRMO shall draft the appropriate Note Verbale officially requesting the receiving state for its concurrence to establish a consular Post to be headed by an honorary consular officer. The Note Verbale must state meaningful consular functions for the consular Post such as the performance of commercial, trade and tourism promotion, and

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assistance-to-nationals' duties, apart from the regular consular services.

The Note Verbale shall be signed by the Undersecretary for Administration (UA).

5. The Note Verbale shall be sent to the concerned Philippine Embassy / Consulate that exercises jurisdiction over the proposed consular seat. The foreign embassy in Manila shall be furnished with a copy of the Note Verbale after the PHL FSP has received the Note Verbale.
 6. For consistency in the proper usage of terminology as explicitly expressed in Article I on Definitions, Item 2 of the 1963 VCCR, the term "Consular Post headed by an honorary consular officer" shall be applied. The Department notified PHL FSPs regarding this matter under CIR-1972-OPAS-2013 dated 25 October 2013, and CIR-2275-OUA-2013 dated 25 November 2013.
 7. For prospective nominations of Philippine honorary consular officers in the United States, the US State Department no longer accredits honorary consular officers with the title of "Honorary Consul General". Following this rule, the Home Office shall, therefore, appoint an honorary consular officer in the US region bearing the title of Consul, *a.h.*, as head of post, and for its class as 'Consulate'.
 8. To distinguish the position between the career officers at Philippine Embassies / Philippine Consulates and honorary consular officers at Consular Posts, the initial appointment shall bear the title / position of 'honorary consul'.
 9. Existing consular posts which are currently headed by PH honorary consuls general shall retain their positions / titles. They shall continue to serve as such until the conclusion of their terms of appointment due to retirement, resignation or inability to fully discharge the functions of their office.
 10. Proposals of FSPs for promotion of Consul, *a.h.* to Consul General, *a.h.* shall be subject to consultation with the receiving state.
- A. Requirements for Initial Establishment of a Consular Post headed by an Honorary Consular Officer**
1. The concerned FSP must convey to the Home Office through HRMO its proposal to establish a consular post to be headed by an honorary consular officer in a jurisdiction where it deems appropriate. FSP must provide HRMO with guidelines of the receiving state relating to the matter.
 2. FSPs are required to ascertain as follows:
 - 2.1. Limits on number of honorary consuls;

- 2.2. Consular privileges and immunities that can be legally accorded to honorary consuls;
- 2.3. Jurisdiction of Consular Post (*there are consular posts whose jurisdiction may overlap with those of the Embassy's consular section*).
3. The proposal must contain a detailed justification for the opening of the post based on, but not limited to, basic information on the proposed size (location plan, layout/floor plan of the office), address, class; and
4. The proposal must state the proposed consular functions of the honorary consular official (e.g. consular, commercial, trade, tourism, promotion and assistance-to-nationals duties).
5. Submission of other requirements as follows:
 - 5.1. Questionnaire entitled "Information Requirement pertaining to the Establishment of Consular Posts Headed by Honorary Consular Officers (FSC-280-00 dated 28 November 2000)";
 - 5.2. Economic profile of city / locality where consular post is proposed especially the services sector;
 - 5.3. Labor and immigration laws of host government especially those pertaining to foreign workers and liberalization of services sector; and
 - 5.4. Work Plan indicating performance targets for the consular post in the areas of trade, investments, overs development assistance, tourist arrivals, employment opportunities, foreign remittances and economic diploma

For the submission of Economic Diplomacy Work Plan, a fo. of OUIER must be followed.

B. Appointment of Honorary Consular Officers

1. Honorary Consuls shall be appointed from among qualified private persons preferably of Philippine citizenship to perform consular functions on non-career basis.
2. The following provisions under D.O. 19A-95 dated 28 April 1995 are hereby retained and adopted:
 - 2.1. Sec.974 - Qualifications
 - 2.2. Sec.975 - Disqualifications
 - 2.3. Sec.978 - Duties
 - 2.4. Sec.979 - Functions

- 2.5. Sec.1000 - 1001 - Notarial Functions
- 2.6. Sec.1004 - 1006 - Passports and Travel Documents
- 2.7. Sec.1007 - 1008 - Visas
- 2.8. Sec.1009 - 1012 - Assistance to Nationals

C. *Documentary Requirements for Initial Appointment of Honorary Consular Officer*

1. For the prospective candidate, the following documentary requirements as required under FSC-53-99, dated 15 February 1999, are submitted to the Department for evaluation:
 - 1.1. Accomplished Personal Data Sheet for Philippine Honorary Consular Officers (PDS-HC) by candidate / applicant HRMO shall submit to the Office of Intelligence and Security Unit (ISU) the curriculum vitae / resumé of the prospective candidate for a background investigation;
 - 1.2. In addition to PDS-HC, items a,b,c,d under above FSC must also be submitted such as: (a) Original Police Clearance; (b) Authenticated copies of ITR for the last three (3) years; (c) SALN; and (d) Certification of Permanent Residency;
 - 1.3. Should prospective candidates raise concern over the disclosure of financial assets due to, but not limited to bank secrecy laws and regulations, the PHL FSP concerned must submit in writing a certification stating the financial capability of the candidate, and certifying the capacity to discharge the functions of the office; and
 - 1.4. Proof of Nationality.

D. *Processing of Appointment Documents*

1. Once the Department receives the formal consent to open a consular post to be headed by an honorary consular officer from the receiving state, PHL FSP shall submit the documentary requirements of a prospective nominee for vetting procedure by the concerned DFA offices.
2. Once the nomination of the prospective honorary consular officer has been vetted and approved by the Department, the PHL FSP shall be required to secure the official approval of the receiving state to the nomination of a prospective honorary consular officer. PHL FSP shall follow the requirements set forth by the receiving state regarding the submission of the documents of the prospective honorary consular nominee.

3. Upon approval by the receiving state, the Department shall process the appointment documents, which shall be later forwarded to the Secretary of Foreign Affairs for approval. The Consular Commission and / or other pertinent documents shall be forwarded by PHL FSP to the Foreign Ministry of the receiving state for the issuance of *exequatur*.
4. PHL FSP is required to submit to the Home Office the *exequatur* granted by the receiving state to the Philippine honorary consular officer.
- E. *Closure of Consular Post Headed by an Honorary Consular Officer*
 1. Should an Honorary Consul's position become vacant, PHL FSP must officially notify the Foreign Ministry of the receiving state regarding the status of the consular post.
 2. Subject to the laws of the receiving state, the Department shall allow up to 2 years for another person to be nominated. The Department shall deem the consular post to have closed after the lapse of 2 years.

For compliance.

AUG 11 2016


PERFECTO R. YASAY, JR.
Secretary of Foreign Affairs

TO ALL FOREIGN SERVICE ESTABLISHMENTS

**CASH RECEIPTS REGISTER
(CRReg)**

INSTRUCTIONS

- A. The CRReg shall be used by field offices without complete set of books to record the cash collections and deposits in the books of their mother unit (central/regional/division office).
- B. The Collecting Officer/Cashier shall maintain this Register to monitor the cash collections and deposits and to summarize the breakdown of receipts/income received as of specific date.
- C. This shall be accomplished as follows:
 1. **Entity Name** – name of the agency/entity
 2. **Sub-Office/District/Division** – name of the FO/OU which maybe a sub-office, district, etc.
 3. **Municipality/City/Province** – Municipality/City/Province where the FO/OU is located
 4. **Name of Collecting Officer/Cashier** – duly designated Collecting Officer/Cashier
 5. **Fund Cluster** – the fund cluster name/code in accordance with UACS
 6. **Sheet No.** – sheet/page number of the register
 7. **Date** – date covered by the register
 8. **OR/DS-Date** – date of the ORs and Deposit Slips (DSs).
 9. **OR/DS-No.** – serial number of the ORs and DSs issued including the cancelled ones listed in correct numerical sequence
 10. **Payor** – name of the person/agency/entity from whom the amount was received.
 11. **Cash Collecting Officers(10101010):**
 - **Receipts** – amount received/collected based on the ORs
 - **Deposits-National Treasury or AGDB** – amount deposited/remitted based on the DS
 - **Balance** – the difference between the receipts and deposits
 - **Breakdown of Receipts such as:**
 - **Permit Fees** – amount received for the issuance of permit
 - **Registration Fees** – amount received for registration of assets, individuals and associations.
 - **Clearance and Certification Fees** – amount received for the issuance of clearances or certifications
 - **Fines and Penalties-Service Income** – amount received for the processing of documents for fines and penalties charged to service income.
 - **Blank Columns** – for other types of receipts not indicated in the other columns
 - **Others** – shall be accomplished as follows:
 - **Account Description** – account title used in accordance with the UACS
 - **UACS Object Code** – object code used in accordance with the UACS
 - **Amount** – amount of other receipts
- D. The total of the "Receipts" columns must always equal to the sum of all the totals of the "Breakdown of Receipts" columns. The "Others" columns shall be used for refunds of overpayment of expenses and other collections which cannot be conveniently classified under the previously enumerated columns
- E. A new sheet shall be used at the beginning of each month. Each sheet shall be totaled and the totals carried forward to the next sheet. The succeeding sheet shall start with the totals brought forward.
- F. At the end of the month, this Register shall be totaled, balanced and ruled on the line immediately after the last entry.

CASH RECEIPTS REGISTER

**Department of Foreign Affairs
THE FOREIGN SERVICE OF THE PHILIPPINES**



Name of Collecting Officer :

Sheet No.

Date:

Name of Port

[illegible]

I hereby certify on my official oath that the above is a true statement of all collections received by me during the period stated above for which Official Receipt Nos. _____ to _____ inclusive, were actually issued by me in the amounts shown thereon. I also certify that I have not received money from whatever source without having issued the necessary Official Receipt in acknowledgement thereof. Collections received by sub-collectors are recorded above in lump-sum opposite their respective collection report numbers.

Signature over Printed Name of the Accountable Officer

CERTIFICATION RECEIPT

PHILIPPINE HONORARY CONSULATE

(Post)

The Philippine Honorary Consulate herewith certifies the receipt of the amount of

Amount (Amount in words)

That is equivalent to 50% of all income collected by the Honorary Consulate from the
Philippine Embassy/Consulate. The amount is a reimbursement on
administrative expenses incurred during the period.

Signature over Printed Name of Honorary Consul

date

THE FOREIGN SERVICE OF THE PHILIPPINES

POST: _____

CUMULATIVE REPORT OF INCOME COLLECTIONS

AS OF _____

PARTICULARS	TOTAL WORK UNITS			ACTUAL CURRENCY RECEIVED THIS PERIOD		TOTAL COLLECTIONS IN U.S. DOLLARS		
	This Month	Up to End of Preceding Month	Up to End of Month Covered By this Report	U.S. Dollars	EURO	This Month	Up to End of Preceding Month	Up to End of Month Covered By this Report
INCOME								
Passport Services	0	0	0	-	-	-	-	-
a.1 Regular - (New/Renewal e-passport)			0					
a.2 Lost/Mutilated - (MRRP/MRP)			0					
a.3 Lost/Mutilated - (e-passport)			0					
a.4 Amendment			0					
a.5 Travel Document			0					
Visa Services			0					
Notarial Services			0					
Authentication Services			0					
Miscellaneous Services			0					
Service Income	0	0	0	-	-	-	-	-
Expedite Processing Fee								
Visa								
Authentication			0					
Notarials and Miscellaneous Services			0					
Total Collections	0	0	0	-	-	-	-	-

CERTIFIED CORRECT:

Signature over Printed Name of Philippine Honorary Consular Officer

[illegible]



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

FOREIGN SERVICE CIRCULAR NO. 145-2016

**SUBJECT: GUIDELINES ON THE INITIAL ESTABLISHMENT OF A
PHILIPPINE CONSULAR POST HEADED BY AN
HONORARY CONSULAR OFFICER**

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In view of these provisions and in order to make consistent the rules governing the initial establishment of a consular post and later, the appointment of an honorary consular officer, the following procedures are thereby instituted:

1. Recommendations / proposals of Philippine Embassies / Consulates for the establishment of a consular post to be headed by an honorary consular officer must be initially conveyed by the PHL Foreign Service Post (FSP) to the Home Office through the Human Resource Management Office (HRMO). The proposal must state detailed justifications for the opening of the consular post, including the proposed consular functions.
2. Recommendation to open a consular post to be headed by an honorary consular officer shall be vetted by the concerned geographic office, and other offices such as the Office of the Undersecretary for International Economic Relations (OUIER), Office of the Undersecretary for Migrant Workers Affairs (OUMWA), and Office of Financial Management Services (OFMS).
3. If approved by offices mentioned in item 2, Philippine Embassies / Consulates shall be instructed to informally raise with the receiving state the intention to open a consular post to be headed by an honorary consular officer. If the receiving state has agreed in principle to the opening of a consular post to be headed by an honorary consular officer, PHL FSP must inform the Department through HRMO.
4. HRMO shall draft the appropriate Note Verbale officially requesting the receiving state for its concurrence to establish a consular Post to be headed by an honorary consular officer. The Note Verbale must state meaningful consular functions for the consular Post such as the performance of commercial, trade and tourism promotion, and

assistance-to-nationals' duties, apart from the regular consular services.

The Note Verbale shall be signed by the Undersecretary for Administration (UA).

5. The Note Verbale shall be sent to the concerned Philippine Embassy / Consulate that exercises jurisdiction over the proposed consular seat. The foreign embassy shall be furnished with a copy of the Note Verbale after the PHL FSP has received the Note Verbale.
 6. For consistency in the proper usage of terminology as explicitly expressed in Article I on Definitions, Item 2 of the 1963 VCCR, the term "Consular Post headed by an honorary consular officer" shall be applied. The Department notified PHL FSPs regarding this matter under CIR-1972-OPAS-2013 dated 25 October 2013, and CIR-2275-OUA-2013 dated 25 November 2013.
 7. For prospective nominations of Philippine honorary consular officers in the United States, the US State Department no longer accredits honorary consular officers with the title of "Honorary Consul General". Following this rule, the Home Office shall, therefore, appoint an honorary consular officer in the US region bearing the title of Consul, *a.h.*, as head of post, and for its class as 'Consulate'.
 8. To distinguish the position between career officers at Philippine Embassies / Consulates and honorary consular officers at consular posts, the initial appointment shall bear the title / position of 'honorary consul'.
 9. Existing consular posts which are currently headed by PHL honorary consuls general shall retain their positions / titles. They shall continue to serve as such until the conclusion of their terms of appointment due to retirement, resignation or inability to fully discharge the functions of their office.
 10. Proposals of PHL FSPs for promotion of Consul, *a.h.* to Consul General, *a.h.* shall be subject to consultation with the receiving state.
- A. Requirements for Initial Establishment of a Consular Post headed by an Honorary Consular Officer**
1. The concerned PHL FSP must convey to the Home Office through HRMO its proposal to establish a consular post to be headed by an honorary consular officer in a jurisdiction where it deems appropriate. PHL FSP must provide HRMO with guidelines of the receiving state relating to the matter.
 2. PHL FSPs are required to ascertain as follows:
 - 2.1. Limits on number of honorary consuls;

- 2.2. Consular privileges and immunities that can be legally accorded to honorary consuls;
- 2.3. Jurisdiction of Consular Post (*there are consular posts whose jurisdiction may overlap with those of the Embassy's consular section*).
3. The proposal must contain a detailed justification for the opening of the post based on, but not limited to, basic information on the proposed size (location plan, layout/floor plan of the office), address, class; and
4. The proposal must state the proposed consular functions of the honorary consular official (e.g. consular, commercial, trade, tourism, promotion and assistance-to-nationals duties).
5. Submission of other requirements as follows:
 - 5.1. Questionnaire entitled "Information Requirement pertaining to the Establishment of Consular Posts Headed by Honorary Consular Officers (FSC-280-00 dated 28 November 2000)";
 - 5.2. Economic profile of city / locality where consular post is proposed especially the services sector;
 - 5.3. Labor and immigration laws of host government especially those pertaining to foreign workers and liberalization of services sector; and
 - 5.4. Work Plan indicating performance targets for the consular post in the areas of trade, investments, overseas development assistance, tourist arrivals, employment opportunities, foreign remittances and economic diplomacy.

For the submission of Economic Diplomacy Work Plan, a format of QUIER must be followed.

B. Appointment of Honorary Consular Officers

1. Honorary Consuls shall be appointed from among qualified private persons preferably of Philippine citizenship to perform consular functions on non-career basis.
2. The following provisions under D.O. 19A-95 dated 28 April 1995 are hereby retained and adopted:
 - 2.1. Sec.974 - Qualifications
 - 2.2. Sec.975 - Disqualifications
 - 2.3. Sec.978 - Duties
 - 2.4. Sec.979 - Functions

- 2.5. Sec.1000 - 1001 - Notarial Functions
- 2.6. Sec.1004 - 1006 - Passports and Travel Documents
- 2.7. Sec.1007 - 1008 - Visas
- 2.8. Sec.1009 - 1012 - Assistance to Nationals

C. *Documentary Requirements for Initial Appointment of Honorary Consular Officer*

1. For the prospective candidate, the following documentary requirements as required under FSC-53-99, dated 15 February 1999, are submitted to the Department for evaluation:
 - 1.1. Accomplished Personal Data Sheet for Philippine Honorary Consular Officers (PDS-HC) by candidate / applicant - HRMO shall submit to the Office of Intelligence and Security Unit (ISU) the curriculum vitae / resumé of the prospective candidate for a background investigation;
 - 1.2. In addition to PDS-HC, items a,b,c,d under above FSC must also be submitted such as: (a) Original Police Clearance; (b) Authenticated copies of ITR for the last three (3) years); (c) SALN; and (d) Certification of Permanent Residency;
 - 1.3. Should prospective candidates raise concern over the disclosure of financial assets due to, but not limited to bank secrecy laws and regulations, the PHL FSP concerned must submit in writing a certification stating the financial capability of the candidate, and certifying the capacity to discharge the functions of the office; and
 - 1.4. Proof of Nationality.


D. *Processing of Appointment Documents*

1. Once the Department receives the formal consent to open a consular post to be headed by an honorary consular officer from the receiving state, PHL FSP shall submit the documentary requirements of a prospective nominee for vetting procedure by the concerned DFA offices.
2. Once the nomination of the prospective honorary consular officer has been vetted and approved by the Department, the PHL FSP shall be required to secure the official approval of the receiving state to the nomination of a prospective honorary consular officer. PHL FSP shall follow the requirements set forth by the receiving state regarding the submission of the documents of the prospective honorary consular nominee.

3. Upon approval by the receiving state, the Department shall process the appointment documents, which shall be later forwarded to the Secretary of Foreign Affairs for approval. The Consular Commission and / or other pertinent documents shall be forwarded by PHL FSP to the Foreign Ministry of the receiving state for the issuance of *exequatur*.
 4. PHL FSP is required to submit to the Home Office the *exequatur* granted by the receiving state to the Philippine honorary consular officer.
- E. Closure of Consular Post Headed by an Honorary Consular Officer**
1. Should an Honorary Consul's position become vacant, PHL FSP must officially notify the Foreign Ministry of the receiving state regarding the status of the consular post.
 2. Subject to the laws of the receiving state, the Department shall allow up to 2 years for another person to be nominated. The Department shall deem the consular post to have closed after the lapse of 2 years.

For compliance.

AUG 11 2016


PERFECTO R. YASAY, JR.
Secretary of Foreign Affairs

TO ALL FOREIGN SERVICE ESTABLISHMENTS

To : All Foreign Service Posts
Fr : OUA
Re : Proper use when referring to Philippine consular offices headed by
honorary consular officers
Cc : OPAS/OUMWA/OUIER/OAA/OEA/OMEAA/ASPAC
Dt : 25 November 2013
Cn : CIR-2275-OUA-2013

Further to CIR-1972-OPAS-2013 for purposes of uniformity, please be guided on the proper use of the title and office of an honorary consular officer as follows:

To refer to a title/position, the word "honorary" or *ad honorem* (a.h.) is used; for example:

Mr. Luis Andres Canseco, Consul General, *ad honorem* or
Mr. Luis Andres Canseco, Consul General, a.h. or
Philippine Honorary Consul General Luis Andres Canseco


Mr. Fernando Javier Blanco Martin, Consul, *ad honorem* or
Mr. Fernando Javier Blanco Martin, Consul, a.h. or
Philippine Honorary Consul Fernando Javier Blanco Martin

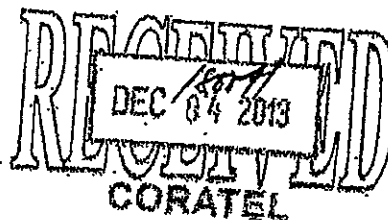
To refer to a consular post headed by an honorary consular officer, the word "honorary" is omitted as explicitly expressed in Article 1 Item 2 of the Vienna Convention on Consular Relations of 1963. There is no distinction between posts headed by a career consular officer and posts headed by an honorary consular officer such that both posts are to be referred as follows:

(headed by an honorary consular officer)
Philippine Consulate, Turin, Italy or Turin PC
Philippine Consulate General, Edmonton, Alberta, Canada or Edmonton PCG

(headed by a career consular officer)
Philippine Consulate General, Milan, Italy or Milan PCG
Philippine Consulate General, Vancouver, Canada or Vancouver PCG

The above guidelines are to be observed in all communications, appointment papers/accreditations, seal, business/calling cards, stationery and other matters relating to honorary consular officers and consular posts headed by such officers.

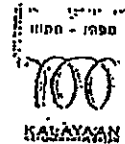

RAFAEL E. SEGUIS
Undersecretary for Administration



OUA-4095-F-2013



REPUBLIKA NG PILIPINAS
KAGAWARAN NG UGNAYANG PANLABAS



Foreign Service Circular No. 223-99

Subject: Appointment of Honorary Consuls
and Honorary Consuls General


The Department hereby clarifies the procedure for the appointment of Honorary Consuls and Honorary Consuls General.

Recommendations / proposals for the appointment of nominees to the position of Honorary Consuls and Honorary Consuls General can be given due course only when the position exists and is or will be vacant (due to retirement, resignation or termination of incumbent).

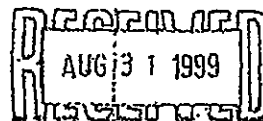
Approval of the host government is required prior to the establishment of an Honorary Consulate or Honorary Consulate General. Only after the approval is granted can recommendations / proposals of nominees for the position of Honorary Consul or Honorary Consul General be made.

The same procedure applies to the promotion of Honorary Consuls to the position of Honorary Consul General. The host government must first grant its approval to the elevation of the consular post concerned from that of an Honorary Consulate to an Honorary Consulate General.

For strict compliance.


DOMINGO L. SIAZON, JR.
Secretary of Foreign Affairs

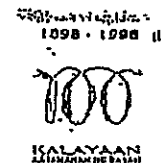
TO ALL FOREIGN SERVICE ESTABLISHMENTS



13 AUG 1999



REPUBLIKA NG PILIPINAS
KAGAWARAN NG UGNAYA'NG PANLABAS



FOREIGN SERVICE CIRCULAR NO. 53-99

SUBJECT: Documentation for Philippine Honorary Consular Officers

Effective immediately, Personal Data Sheet for Philippine Honorary Consular Officers (PDS-HC) shall be required of all applicants for the position of Philippine Honorary Vice Consul, Consul and Consul General and their support, office, or administrative staff. The accomplished PDS-HC shall be submitted to the Department through the supervising Embassy of the honorary consulate/consulate general. Sample of the PDS-HC is attached for reproduction and use.

It has been observed that there is a need to require submission of up-dated data from serving, as well as intending, honorary consular officers in the same manner career consular officers are required to submit them. To ensure relevance and uniformity of requirements between Filipino career officers/employees and the honorary consular officers/staff who are foreigners or Filipino permanent residents abroad, the Department's PDS has been slightly modified.

In addition to the PDS-HC, the following documentation are hereby required for up-dating the information files on all Philippine honorary consular officers:

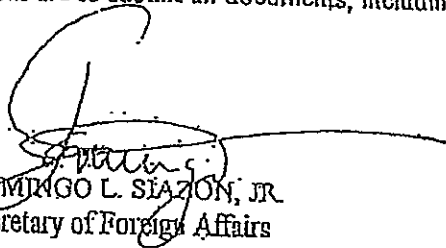
- a) Original police clearance and/or original certificate from judicial authorities attesting to the absence of pending criminal, civil, military (if applicable), or administrative case; or clearance from such cases if such have been filed.
- b) Authenticated copies of income tax returns for the last three (3) years.
- c) Sworn Statement of Assets, Liabilities and Networth, Disclosure of Business Interest and Financial Connections, and Identification of Relatives in the Government Service (of the host country). See attachment.
- d) Original certification from the national government or municipal authorities that the applicant is a permanent resident in the country/city where he intends to hold office.

The above documentation are for the purposes of tightening up the selection and appointment procedures to ensure upgrading and improvement of the service. They provide indications as to a person's capacity to support the operations of the office and to assume the financially demanding role of honorary consul or consul general. The required documents may provide indication of reliability, business trustworthiness, integrity or honesty, or lack of it.

It is likewise regarded as important to have other sources of information, particularly official information, exemplified by the income tax returns and the sworn statement of assets and liabilities, aside from uncorroborated personal declarations heretofore submitted by applicants in their letters of applications. The documents are designed to discourage misrepresentation, disqualify non-residents applying for the positions, prevent unqualified or undeserving applicants from being appointed, and vitiate the re-appointment or renewal of contract of non-performing or corrupt officials. However, and in contradistinction, they may also be used as evidentiary documents for the promotion of deserving incumbents to the next higher honorary consular rank.

In this regard, you are hereby instructed to inform all honorary consular officers under that post's jurisdiction to submit all the documents enumerated except (d). Applicants/nominees to honorary consular positions are to submit all documents, including (d).

For strict compliance



DOMINGO L. SIAZON, JR.
Secretary of Foreign Affairs

15 February 1999

TO ALL FOREIGN SERVICE POSTS

Print legibly. Mark appropriate boxes ☐ with ☒ and use separate sheet if necessary.

Page | 91

Page 2 Page | 92

25.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		

26.	TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
		From	To		
		/ /	/ /		
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		/ /	/ /		
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27.	SPECIAL SKILLS / HOBBIES:	28.	NON-ACADEMIC DISTINCTIONS / RECOGNITION: (Write in full)	29.	MEMBERSHIP IN / ASSOCIATION / ORGANIZATION (Write in full)

24. Are you related by consanguinity or affinity to any of the following :

a. Within the third degree (for National Government Employees):
appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?

☐ YES ☐ NO
If YES, give details: _____

Within the fourth degree (for Local Government Employees):
appointing authority or recommending authority where you will be appointed?

☐ YES ☐ NO
If YES, give details: _____

25. a. Have you ever been formally charged?

☐ YES ☐ NO
If YES, give details: _____

b. Have you ever been guilty of any administrative offense?

☐ YES ☐ NO
If YES, give details: _____

26. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES ☐ NO
If YES, give details: _____

27. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract, AWOL or phased out, in the public or private sector?

☐ YES ☐ NO
If YES, give details: _____

28. Have you ever been a candidate in a national or local election (except Barangay election)?

☐ YES ☐ NO
If YES, give details: _____

29. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

☐ YES ☐ NO
If YES, please specify: _____

b. Are you differently abled?

☐ YES ☐ NO
If YES, please specify: _____

c. Are you a solo parent?

☐ YES ☐ NO
If YES, please specify: _____

M. REFERENCES

NAME	ADDRESS	TEL. NO.

30. I declare under oath that this Personal Data Sheet has been accomplished by me and is true and correct. I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential

ID picture taken within the last 6 months
3.5 cm. X 4.5 cm
(passport size)

Computer generated or xerox copy of picture is not acceptable

PHOTO

COMMUNITY TAX CERTIFICATE NO.	SIGNATURE	RIGHT THUMBMARK
ISSUED AT		
ISSUED ON (mm/dd/yyyy)		
DATE ACCOMPLISHED		

**SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS
AND IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE**

As of _____, _____

(Required by R.A. 6713)

Name	_____			Position/Income	_____
	(Surname)	(First Name)	(M. I.)	Office	_____
Address	_____			Office Address	_____
	_____				_____
House Name	_____			Position	_____
	(Surname)	(First Name)	(M. I.)	Office	_____

Unmarried Children below 18 years of age

Name	Date of Birth

A. ASSETS, LIABILITIES AND NETWORTH

ASSETS

a. Real Properties

Kind	Location	Year Acquired	Mode of Acquisition	Nature of Property	Assessed Value	Current Fair Market Value	Acquisition Cost	
							Land; Bldg., etc.	Improvements

Total: P _____

b. Personal and other Properties

Kind	Year Acquired	Acquisition Cost

Total: P _____

LIABILITIES (Loans, Mortgages, etc.)

Nature	Name of Creditors	Amount

Total: P _____

NET WORTH (Total Assets (1a + 1b) Less Total Liabilities (2))

Total: P _____

Note: Please use additional forms/sheets if necessary.
Also, please reproduce this form back to back)

B. BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

Do you have any business interests and other financial connections including those of your spouse and unmarried children below 18 years of age living with you in your household?

☐ Yes ☐ No If yes, give particulars:

Name	Name of Firm/ Company	Address	Nature of Business Interest and/or Financial Connections	Date of Acquisition or Connection

C. IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE

To the best of your knowledge, are you related within the fourth degree of consanguinity or of affinity to anyone working in the government?

☐ Yes ☐ No If yes, give particulars:

Name	Position	Relationship	Name/Address of Office

I hereby certify to the best of my knowledge and information, that these are true statement of my assets, liabilities, networth, business interests and financial connections, including those of my spouse and unmarried children below 18 years of age and name of my relatives in the government as of _____ as required by and in accordance with Republic Act 6713.

I hereby authorize the Ombudsman or his duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, networth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years include the year I first assumed office in government.

Date : _____, 20__

(Signature of Spouse)

(Signature of Employee)

TIN : _____

TIN : _____

Com. Cert. No. _____

Com. Cert. No. _____

Issued at : _____

Issued at : _____

Date Issue : _____

Date Issue : _____

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__, affiant exhibiting his/her RESIDENCE TAX CERTIFICATE as indicated above.

(Person Administering Oath)



REPUBLIKA NG PILIPINAS
KAGAWARAN NG UGNAYANG PANLABAS



FOREIGN SERVICE CIRCULAR NO. 280-00

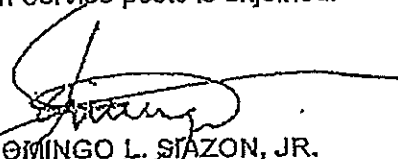
SUBJECT : Information Requirement Pertaining to the
Establishment of Consular Posts Headed
by Honorary Consular Officers

For the information, guidance and compliance of all Embassies and Consulates General intending to propose the opening of Philippine Consulates General, Consulates or Consular Agency to be headed by honorary consular officials, there is enclosed a copy of a questionnaire entitled "Information Requirement Pertaining to the Establishment of Consular Posts Headed by Honorary Consular Officers."

Submission of information required will greatly simplify the research and investigation into the feasibility of opening new Philippine Consulates/ Consulates General to be headed by honorary consular officers. It will also determine the need for such new post, as well as the projected capacity of such post to partially or fully support itself out of the total projected visa, notarial, and other miscellaneous fees that may be earned.

Together with other existing information requirements concerning financial capacity of the applicant honorary consul/consul general (i.e., to provide suitable consular office free of cost to the Philippine Government, provide consular assistant or clerk paid by the applicant, provide other maintenance and operating expenses), this questionnaire will enable the Department to evaluate requests and arrive expeditiously at policy decisions.

The cooperation of all concerned Foreign Service posts is enjoined.


DOMINGO L. STAZON, JR.
Secretary of Foreign Affairs

28 NOVEMBER 2000

To All Diplomatic and Consular Posts

**INFORMATION PERTAINING TO THE ESTABLISHMENT
AND MAINTENANCE OF CONSULAR POSTS HEADED BY
HONORARY CONSULAR OFFICERS**

1. Information on the proposed consulate:
 - a. City and State, Province, Canton, Department or Region
 - b. Proposed area of jurisdiction
 - c. Nearest existing Philippine foreign service posts
 - d. Proposed re-adjustment of areas of jurisdiction of existing posts should the proposed consulate be approved
2. Type of post recommended (Consulate General, Consulate, Consular Agency).
3. What are the reasons for establishing consular post at this particular location?
 - a. Approximate number of applications for passports, visas, and notariats the honorary consul would process.
 - b. Any existing educational, scientific, social, and cultural ties between the jurisdiction and the Philippines.
 - c. Any existing commercial, transportation, tourism, and economic ties between the jurisdiction and the Philippines.
4. Are there established written guidelines and duties imposed by host government for the honorary consul? If so, please attach a copy hereto.
5. Is there an expatriate community, including permanent residents, students, contract workers, and visitors, from the Philippines in the jurisdiction of the existing or proposed honorary consulate? How large is it?
6. Will the honorary consul perform primarily consular, commercial, trade, or tourism promotion? Or assistance-to-nationals duties?

7. Are there any host country firms in the consular jurisdiction which export to the Philippines, or maintain branch offices in the Philippines? (i.e. investments in the Philippines)
8. Do firms from the Philippines maintain branch offices in the consular jurisdiction? (i.e. investments abroad)
9. Are there potential foreign investors in the consular jurisdiction that may be offered investment possibilities in the Philippines?
10. Are there legal labor employment opportunities for Filipino migrant workers in the consular jurisdiction?
11. What support and guidance is provided by host country or host local authorities to honorary consuls?
12. Location of career office which will supervise and inspect the honorary consul.
13. Are honorary consuls required to maintain regular office hours by host government? Please indicate days and hours when the honorary consul will be available to the public regularly.
14. Can he/she indicate the location plan and exact address he/she is offering as the consulate office?
15. What is the size in square meters and layout plan of the office?
16. Are there any staff or will the applicant hire staff to man the office?
17. What office equipment is available?
18. How much annual budget does the applicant propose to use for maintaining and operating the office?



Kagawaran ng Ugayang Panlabas

Department of Foreign Affairs

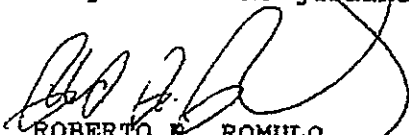
MANILA

Foreign Service Circular No. 340-92

It has come to the attention of the Secretary of Foreign Affairs that many of our honorary foreign service officers assumed their respective posts without proper briefing of their duties and responsibilities.

In line with the development diplomacy thrusts of the government, the Department of Foreign Affairs wishes to vigorously tap all its official arms for economic development including the corps of honorary consular officers whose primary role is the promotion of business, trade, investment, and development cooperation.

All career service posts, acting as supervising offices to the honorary posts, are hereby instructed to conduct the necessary briefings for the honorary officers on the present Philippine economic situation, notably in trade, labor, environment, tourism and investment climate. The Office of Undersecretary Macaranas is tasked to coordinate the activities of all concerned offices and will provide the guidance when so needed.


ROBERTO M. ROMULO
Secretary of Foreign Affairs

To all Foreign Service Establishments

JAN 0 4 1993



Kagawaran ng Agnayang Panlabas

Department of Foreign Affairs

MANILA

DEPARTMENT ORDER NO. 22-95

SUBJECT: Implementation of the Performance Appraisal System for Philippine Honorary Consular Officers

To provide the Department with the necessary inputs to determine the capability and efficiency of Philippine Honorary Consular Officers as government representatives in their respective areas, all Foreign Service Posts having supervisory jurisdiction over Philippine honorary consular districts, are hereby instructed to conduct bi-annual performance appraisal of honorary consular officers. The following guidelines for the implementation of the system are hereby promulgated:

Section 1. All Supervising Posts of honorary consular establishments shall undertake, from 01 January to 30 June and from 01 July to 31 December of every calendar year, a bi-annual performance appraisal rating of honorary consular officers in their respective areas of jurisdiction by using the attached Performance Appraisal Report DFA/DPAS PAR Form No. 5.

Section 2. An Honorary Consular Officer who fails to show VERY SATISFACTORY rating in his PAR during the first six (6) months shall be advised to improve his efficiency for the next six (6) months. If at the end of the calendar year, he still fails to show substantial improvement in areas defined in the rating sheet, the Supervising Post may recommend his immediate replacement by a more qualified person.

Section 3. All Supervising Posts shall also undertake to instruct Honorary Consular Officers to submit to the Department quarterly and annual accomplishment reports on a regular basis and to reflect compliance of the same in the Performance Appraisal Report.

Section 4. Performance appraisal of Honorary Consular Officers shall be undertaken by the heads of posts subject to further review by the Assistant Secretaries for the geographic office concerned and the Office of Personnel and Administrative Services.

Section 5. All Department Orders, Circulars and Regulations not inconsistent with the provisions of this Order shall be considered applicable to honorary consular officers while all Department Orders, Circulars and regulations inconsistent herewith are hereby repealed, modified or amended accordingly.

Section 6. This order shall take effect immediately.


DOMINGO L. SIAZON, JR.

Acting Secretary of Foreign Affairs

MAY 16 1995

**PERFORMANCE APPRAISAL REPORT
HONORARY CONSULAR OFFICER**

NAME: _____ RANK: _____
 PERIOD ENDING _____ POST: _____
 Month Year
 SUPERVISING POST: _____
 RATER: _____ RANK: _____

DEGREE OF EFFECTIVENESS

		E	US	S	VS	O
1. Cooperated with the Supervising Post, the Department of Foreign Affairs, Manila and the Foreign Affairs office in host country.	(10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Took initiative in taking actions on directives from Supervising Post and worked despite constraints of position.	(10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintained harmonious relations with Filipino nationals in post and public at large.	(10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Exhibited exemplary conduct and projected oneself honorably for the Philippine Government.	(10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Took active interest in Philippine developments and utilized them for enhancement of bilateral relations with host country.	(10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provided consular assistance to Philippine nationals and interceded for them with local officials whenever necessary.	(10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Actively promoted Philippine interests through consistent information campaign, either in media or through information materials.	(10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Regularly gave receptions or commemorated official celebrations such as Philippine Independence Day.	(5%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Organized exhibits, fairs, film showing and other programs to showcase Philippine products, arts and culture.	(5%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Promoted travel, tourism, trade and investments into the Philippines through conceivable means.	(10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Regularly submitted quarterly/ annual accomplishment reports.	(10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		<input type="checkbox"/>				

ADDITIONAL INFORMATION/REMARKS:

DATE: _____ Signature of RATER: _____



FOREIGN SERVICE CIRCULAR NO. 92-13

**SUBJECT: ADMINISTRATION OF OATHS BY PHILIPPINE HONORARY
CONSULAR OFFICERS**

Under Section 1000 of Department Order 19A-95 or the Regulations of the Department of Foreign Affairs, honorary consular officers of the Philippines are authorized to administer oaths to Philippine citizens if they are authorized notaries public in their area of jurisdiction.

Notwithstanding Section 1000, honorary consular officers are not authorized to administer the Oath of Allegiance that restores the Philippine citizenship of a former Filipino under Republic Act 9225 or the Citizenship Retention and Re-Acquisition Act of 2003.

Only the Consul General, Consul, Vice Consul or duly commissioned Foreign Service Officer of the concerned Philippine Foreign Service Post (FSP) is authorized to administer said Oath of Allegiance in accordance with Section 12 of MCL AFF-04-01 of the Bureau of Immigration or the Implementing Rules and Regulations of RA 9225:

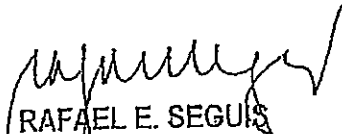
Sec. 12. Conferment of the Philippine Citizenship (Conditions) – Subject to full compliance with these Rules, the Oath of Allegiance shall be the final act that confers Philippine citizenship.

XXX

In case the applicant is abroad, only the Consul General or a duly commissioned foreign service officer of the Philippine Foreign Post concerned shall administer the Oath of Allegiance. The Oath of Allegiance shall thereafter be registered in accordance with the provisions of the Civil Registry laws.

For the guidance of all Posts.


By Authority of the Secretary of Foreign Affairs:


RAFAEL E. SEGUIS
Undersecretary of Foreign Affairs

O C A	
ACTION OFFICE	
CC	

To : SFA
 Fr : Moscow PE
 Rt : OCA – Authentication Division
 Re : Report of Authentication and Other Services
 Dt : 02 July 2018
 Cn : ZMO - 705 - 2018

Post would like to submit its Report of Authentication and Other Services for the month of June 2018.


CARLOS D. SORRETA
 Ambassador



MONTHLY REPORT OF NOTARIAL SERVICES

Post: MOSCOW PE


Month: June

Year: 2018

Type of Document	Total
Authentication	65
Acknowledgment	22
Certification	8
NBI Application (Acknowledgment)	3
Report of Birth	2

Prepared by:

Noted by:


MARITES A. SABEROLA
Consular Assistant


CATHERINE F. ALPAY
Third Secretary and Vice Consul

PHILIPPINE HONORARY CONSULATE

(_____, _____) S.S

ACKNOWLEDGEMENT

BEFORE ME, _____
in and for _____ duly commissioned and qualified
at _____ on this _____ day of _____
A.D. personally appeared _____ to me to
for me to be the same person who executed the annexed instrument and, being informed
by me of the contents of the said instrument. Acknowledge before me that he executed
the same of his own will and deed.

The said party, together with the two instrumental with, signed at the foot of the
instrument and on the left hand may the other pages hereof, this instrument together with
acknowledgement being composed of _____ pages.

IN WITNESS WHEREOF I have hereunto set my hand on presents and affixed
hereon the seal of the _____ this
_____ day of _____.

Signature of Officer

Official Title of Officer

Receipt No:

Series Of:

Foreign Service of the Philippines

Philippine Honorary Consulate

(_____) S.S.

CERTIFICATE OF AUTHENTICATION

I _____ - Honorary Consul of the Republic of the Philippines in
_____ - duly commissioned and qualified, do hereby certify that

before whom the annexed instrument has been executed was at the time he/she signed
the annexed certificate,

_____ and that full faith and credit ought to be given to his/her official act.

For the contents of the annexed document, this Office assumes no responsibility.

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of the
Honorary Consulate of the Philippines at _____, _____ this _____
day of _____.

Name of Consul
(Rubber Stamp)

Receipt No.
Sealed Of:

NOTARIAL RECORD
(SAMPLE ONLY)

NO	DATE	NATURE	OFFICIAL RECEIPT	AMT.
01-94		Certificate of Residency of Mr. Juan Dela Cruz (For Filipinos only)		
02-94		Authentication of signature of Local Notary Public or Govern- ment official on Special Power of Attorney executed by _____ (For foreigners only)		
		Special Power of Attorney executed by JUAN DELA CRUZ in favor of Ernesto Santos (For Filipinos only)		

HONORARY CONSULATE OF THE PHILIPPINES

Annex

TRAVEL DOCUMENT
IN LIEU OF A PHILIPPINE PASSPORT

I, the undersigned, Name of Honorary Consular Officer, Designation to the Republic of the Philippines, hereby request all whom it may concern to permit safely and freely to pass and in case of need to give all lawful aid and protection to Miss/Mr./Mrs. Name; a citizen of the Republic of the Philippines:

DESCRIPTION OF THE BEARER

Height :
Hair :
Eyes :
Distinguishing Mark :
Date of Birth :
Place of Birth :

Signature of Bearer

THIS TRAVEL DOCUMENT IS VALID FOR ONE MONTH FROM DATE OF ISSUANCE AND ONLY FOR DIRECT AND SINGLE JOURNEY FROM NAME OF COUNTRY TO THE PHILIPPINES.

Issued at the Philippine Honorary Consulate, NAME OF COUNTRY, this _____ of _____.

DESIGNATION

SERVICE NO. _____
Q.R. NO. _____
NAME OF COUNTRY



DEPARTMENT ORDER NO. 10-02

SUBJECT: AMENDMENT OF D.O. NO. 07-00

Section 1. In line with the government policy of providing greater benefit to the travelling Filipino, especially the Overseas Filipino Workers (OFWs), the Department's schedule of Fees as embodied under Department Order No. 07-00 is hereby revised, to wit:

Service No. 1 PASSPORT SERVICES

a. Regular Passport


	Home Office (Pesos)	Foreign Service (US\$)
1. Processing of application and issuance of regular passport (32 pages with 5 years validity)	500.00	50.00
2. Processing of application and issuance of regular passport (64 pages with 5 years validity)	600.00	60.00
6. Express Processing fee	250.00	

b. Diplomatic and Official Passports

6. Express processing fee	250.00
---------------------------	--------

Section 2. Repealing Clause. Department Order No. 07-00, all other Department Orders, rules, and regulations or parts thereof which are inconsistent with any of the provisions of this Order are hereby repealed or amended accordingly.

Section 3. Effectivity. This Order shall be published once a week for two consecutive weeks in two newspapers of general circulation in the Philippines and shall become effective fifteen days after the last publication


FERDINAND E. GUINGONA, JR.
 Secretary of Foreign Affairs



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

FOREIGN SERVICE CIRCULAR NO. **157-2018**

SUBJECT: Revised Applicable Philippine Visa Waiver Agreements, Policies and Regulations for Foreign Nationals

For the information and guidance of all Philippine Foreign Service Posts, the following are lists from A to J enumerating the countries included in the aforementioned subject:

A. Countries with which the Philippines has agreements on the abolition of visa requirements for holders of diplomatic and official/service passports, who are assigned to the diplomatic missions and consular offices in the receiving State, both for entry and duration of assignment/mission:

- | | | |
|---------------------------------------|--|-----------------------------|
| 1. Armenia (FSC 85-13) | 8. Greece NV 028-12; DPF 2740.10/ | 17. Spain |
| 2. Austria | 9. Hungary AS 1464 | 18. Syria (FSC No. 65-10) |
| 3. Brazil* | 10. Italy* | 19. Sweden |
| 4. Chile | 11. Morocco | 20. Switzerland |
| 5. Croatia | 12. Korea (ROK) | 21. Vatican |
| 6. Cuba | 13. Panama | 22. Venezuela |
| 7. Egypt (FSC 20-15; diplomatic only) | 14. Poland | 23. Paraguay (FSC 158-2017) |
| | 15. Slovak Republic | |
| | 16. Slovenia | |

*Private staff of Embassy personnel who are holders of official passports are required to apply for a visa.

B. Countries with which the Philippines has agreements on the abolition of visa requirements for holders of diplomatic and official/service passports, who are assigned to the diplomatic missions and consular offices in the receiving State, for entry only:

Countries	Duration of Stay Without Visa
1. Argentina*	60 days for nationals of both countries, during which time they should obtain the necessary documentation and authorization from the competent authorities of the receiving State.
2. India**	30 days for nationals of both countries, during which time they should obtain the necessary accreditation and authorization from the competent authorities of the receiving State.
3. Israel**	59 days for Israelis and 3 months for Filipinos, during which time they should obtain the necessary accreditation and authorization from the competent authorities of the receiving State.
4. Germany	3 months for nationals of both countries, during which time they should obtain the necessary accreditation and authorization from the competent authorities of the receiving State. Germans should secure accreditation and diplomatic/official identification cards from the Office of Protocol and a multiple-entry 9(e) visas, valid for the duration of tour of duty (depending on the validity of passport: 5 years for diplomatic passport and 3 years for official passport), shall be applied for at the Visa Division of the DFA.

Iran (30 days; FSC 101-2018)

2330 Roxas Blvd., Pasay City. 1300 Philippines

Tel. No. 834 - 4000

www.dfa.gov.ph

5. Mexico*	30 days for nationals of both countries, during which time they should obtain the necessary accreditation and authorization from the competent authorities of the receiving State.
6. Kuwait	60 days for nationals of both countries, during which time they should obtain the necessary documentation and authorization from the competent authorities of the receiving State.
7. Bangladesh (FSC 03-15)	30 days for nationals of both countries, during which time they should obtain the necessary documentation and authorization from the competent authorities of the receiving State.
8. Peru*	30 days for both countries, during which time they should obtain the necessary accreditation and authorization from the competent authorities of the receiving State.
9. Romania*	90 days for nationals of both countries, during which time they should obtain the necessary accreditation and authorization from the competent authorities of the receiving State.
10. Russia**	90 days for nationals of both countries. Within 14 days upon arrival, they shall be subject to accreditation from the competent authorities of the receiving State.
11. Vietnam*	30 days for diplomatic passport holders only of both countries, during which time they should obtain the necessary accreditation and authorization from the competent authorities of the receiving State.

*Nationals of these countries should secure accreditation and diplomatic/official identification cards from the Office of Protocol and multiple entry 9(e) visas, valid for 1 year, should be applied for at Visa Division of the DFA.

**Nationals of these countries should secure accreditation and diplomatic/official identification cards from the Office of Protocol and multiple entry 9(e) visas, valid for the duration of their assignment should be applied for at Visa Division of the DFA.

C. Countries with which the Philippines has agreements on the abolition of entry visa for holders of diplomatic and official/service passports, who are coming for temporary visits (tourism, pleasure, attend seminars, conferences, meetings, and negotiations):

Countries	Duration of Stay Without Visa (stay may be extended upon proper representations with competent authorities of the receiving State)
1. Argentina	60 days for nationals of both countries
2. Austria	59 days for Austrians and 2 months for Filipinos
3. Bangladesh (FSC 03-15)	30 days for nationals of both countries
4. Brazil	6 months for nationals of both countries
5. Cambodia	30 days for nationals of both countries
6. Chile	3 months for nationals of both countries
7. China	30 days for nationals of both countries
8. Croatia	90 days for nationals of both countries
9. Cuba	90 days for nationals of both countries
10. Czech Republic	30 days for nationals of both countries
11. Denmark	59 days for Danish nationals and 3 months for Filipinos
12. Egypt (FSC 20-15)	30 days for nationals of both countries (diplomatic passport

	holders only)
13. Estonia*	90 days for Filipinos within a period of 6 months
14. Finland	59 days for Finnish nationals and 3 months for Filipinos
15. Germany	3 months for nationals of both countries
16. Hungary	90 days for nationals of both countries
17. India	30 days for nationals of both countries
18. Iran (FSC 11-12)	30 days for nationals of both countries
19. Israel	59 days for Israelis and 3 months for Filipinos
20. Italy	59 days for nationals of both countries
21. Kazakhstan	30 days for nationals of both countries
22. Korea (ROK)	Any desired period for nationals of both countries
23. Kuwait	60 days for nationals of both countries
24. Laos	30 days for nationals of both countries
25. Mexico	90 days for nationals of both countries
26. Mongolia	21 days for nationals of both countries
27. Morocco	90 days for nationals of both countries
28. Myanmar	30 days for nationals of both countries
29. Norway	59 days for Norwegians and 3 months for Filipinos
30. Pakistan	3 months for diplomatic passport holders of both countries
31. Panama	90 days for nationals of both countries
32. Peru	90 days for nationals of both countries
33. Poland	90 days for nationals of both countries
34. Romania	90 days for nationals of both countries
35. Russia	90 days for nationals of both countries
36. Slovak Republic	59 days for nationals of both countries
37. Slovenia	90 days for nationals of both countries
38. Spain	59 days for Spanish nationals and 3 months for Filipinos
39. Sweden	59 days for Swedish and 3 months for Filipinos
40. Switzerland	21 days for Swiss and 3 months for Filipinos
41. Syria (FSC 65-10)	60 days for nationals of both countries
42. Thailand	21 days for Thais and 30 days for Filipinos
43. Tunisia	2 months for nationals of both countries
44. Turkey	30 days for nationals of both countries
45. Venezuela	3 months for nationals of both countries
46. Vietnam	30 days for diplomatic passport holders of both countries

*No agreement. The Estonian government, effective 1 October 2009 decided to grant visa-free entry to holders of Philippine diplomatic and official passports to further strengthen bilateral relations. Under EO 408, Estonia enjoys 30-day visa-free entry into the Philippines.

Countries	Duration of Stay
1. Brazil	59 days for Brazilians (extendable to 90 days upon proper application with BI) and 90 days for Filipinos
2. Israel	59 days for Israelis and 3 months for Filipinos
3. Lao PDR	30 days for both nationals
4. Mongolia	21 days for nationals of both countries
5. Myanmar*	14 days for both nationals

*Based on ASPAC's Memorandum dated 26 December 2013 informing the Department on the date of effectivity of the Agreement between the Government of the Republic of the Philippines and the Government of the Republic of the Union of Myanmar on Visa Exemption for Holders of Ordinary Passports.

E. Countries with which the Philippines has agreements on the Reciprocal abolition of visa fees for temporary visits:

- | | |
|----------------|----------------|
| 1. Bolivia | 5. New Zealand |
| 2. Indonesia | 6. Singapore |
| 3. Japan | 7. Thailand |
| 4. Korea (ROK) | 8. Tunisia |

Spain was excluded based on the Exchange of Notes between Philippines and Spain dated June 1983.

F. Countries that grant permanent residence and immigration privileges to Filipinos:

1. Algeria*	22. El Salvador	43. Malaysia*	64. Singapore
2. Argentina	23. Finland	44. Malta**	65. Slovak Republic
3. Australia	24. Fiji	45. Marshall Islands	66. Slovenia
4. Austria	25. France	46. Mexico	67. South Africa
5. Belgium	26. Gabon	47. Micronesia	68. Spain
6. Belize	27. Germany	48. Monaco	69. Suriname
7. Bolivia	28. Greece	49. Montenegro	70. Sweden
8. Botswana	29. Guatemala	50. The Netherlands	71. Switzerland
9. Bosnia & Herzegovina	30. Honduras	51. New Zealand	72. Thailand
10. Brazil	31. Hong Kong SAR	52. Nicaragua	73. Trinidad and Tobago
11. Canada	32. Indonesia*	53. Nigeria*	74. Tunisia
12. Cape Verde	33. Iraq	54. Northern Mariana Island	75. Turkey
13. Chile	34. Ireland	55. Norway	76. United Kingdom
14. Colombia	35. Iceland	56. Oman*	77. Uruguay
15. Costa Rica	36. Israel	57. Papua New Guinea	78. USA
16. Croatia	37. Italy	58. Paraguay	79. Venezuela
17. Cuba	38. Japan	59. Peru	80. Estonia (FSC 40-10)
18. Czech Republic	39. Lesotho	60. Russia	81. Latvia (FSC 40-10)
19. Denmark	40. Libya*	61. Saudi Arabia*	82. Lithuania (FSC 40-10)
20. Ecuador	41. Luxembourg	62. Senegal	83. Korea (FSC 78-2015)
21. Egypt*/***	42. Macau SAR	63. Serbia	

*Limited to Filipinas married of these nationals

** Provided that the marriage took place before 24 April 2001 or the couple has been married for at least five years

***Three-year resident permits to Egyptian spouses of female Filipino nationals; five-year resident permits to Egyptian spouses of male Filipino nationals (FSC 116-14)

G. ASEAN

No-Visa Policies of ASEAN Member-Countries for their Citizens who are Holders of Diplomatic, Official/Service and Ordinary Passports for Short/Temporary Visits

ASEAN Member Country	Authorized Period of Stay
Brunei	14 days for Filipinos 21 days for Brunei nationals
Cambodia	21 days for nationals of both countries
Indonesia	30 days for Filipinos 21 days for Indonesians
Laos	30 days for nationals of both countries
Myanmar	Filipinos holding ordinary passports need visa 21 days for Myanmar nationals
Malaysia	30 days for Filipinos 21 days for Malaysians
Singapore	30 days for Filipinos 21 days for Singaporeans
Thailand	30 days for Filipinos 21 days for Thais
Vietnam	21 days for nationals of both countries

The 30 days applies for Filipinos coming directly from the Philippines. If on or before the expiry of the 30-day period, these Filipinos exit Thailand and later re-enter the country from either Myanmar, Lao PDR or Cambodia. The allowed period of stay is shortened to 15 days.

H. NO-VISA ENTRY FOR 30-DAY STAY UNDER E.O. 408:

Countries whose nationals may enter the Philippines without a visa for a stay not exceeding 30 days (FSC 90-13) under E.O. 408 dated 09 November 1960, provided these foreign nationals are holders of a passport valid at least six (6) months, beyond their contemplated period of stay in Manila and a return ticket to their country or origin or a ticket and/or visa to their next country of destination:

1. Andorra	42. El Salvador	84. Malaysia	126. Slovak Republic
2. Angola	43. Equatorial Guinea	85. Malawi	127. Slovenia
3. Antigua & Barbuda	44. Eritrea	86. Maldives	128. Solomon Islands
4. Argentina	45. Estonia	87. Mali	129. South Africa
5. Australia	46. Ethiopia	88. Malta	130. Spain
6. Austria	47. Fiji	89. Marshall Island	131. St. Kitts & Nevis
7. Bahamas	48. Finland	90. Mauritania	132. St. Vincent & the Grenadines
8. Bahrain	49. France	91. Mauritius	133. Suriname
9. Barbados	50. Gabon	92. Mexico	134. Swaziland
10. Belgium	51. Gambia	93. Micronesia	135. Sweden
11. Belize (FSC 95-14)	52. Germany	94. Monaco	136. Switzerland
12. Benin	53. Ghana	95. Mongolia	137. Tajikistan (FSC 95-14)
13. Bhutan	54. Greece	96. Morocco	138. Tanzania
14. Bolivia	55. Grenada	97. Mozambique	139. Thailand
15. Botswana	56. Guatemala	98. Myanmar	140. Togo
16. Brazil (59 days stay)	57. Guinea	99. Namibia	141. Trinidad & Tobago
17. Brunei	58. Guinea-Bissau	100. Nepal	142. Tunisia
18. Bulgaria	59. Guyana	101. Netherlands	143. Turkey
19. Burkina Faso	60. Haiti	102. New Zealand	

20. Burundi	61. Honduras	103. Nicaragua	144. Turkmenistan (FSC 95-14)
21. Cambodia	62. Hungary	104. Niger	145. Tuvalu
22. Cameroon	63. Iceland	105. Norway	146. Uganda
23. Canada	64. Indonesia	106. Oman	147. United Arab Emirates
24. Cape Verde	65. Ireland	107. Palau	148. United Kingdom of Great Britain & Northern Ireland
25. Central African Republic	66. Israel (59 days stay)	108. Panama	149. United States of America
26. Chad	67. Italy	109. Papua New Guinea	150. Uruguay
27. Chile	68. Jamaica	110. Paraguay	151. Uzbekistan (FSC 95-14)
28. Colombia	69. Japan	111. Peru	152. Vanuatu
29. Comoros	70. Kazakhstan (FSC 95-14)	112. Poland	153. Vatican
30. Congo	71. Kenya	113. Portugal	154. Venezuela
31. Congo, Democratic Republic	72. Kiribati	114. Qatar	155. Vietnam
32. Costa Rica	73. Korea (ROK)	115. Romania	156. Zambia
33. Cote d' Ivoire	74. Kuwait	116. Russia	157. Zimbabwe
34. Croatia (FSC 95-14)	75. Kyrgyzstan (FSC 95-14)	117. Rwanda	
35. Cyprus	76. Laos*	118. Saint Lucia	
36. Czech Republic	77. Latvia	119. Samoa	
37. Denmark	78. Lesotho	120. San Marino	
38. Djibouti	79. Liberia	121. Sao Tome and Principe	
39. Dominica	80. Liechtenstein	122. Saudi Arabia	
40. Dominican Republic	81. Lithuania	123. Senegal	
41. Ecuador	82. Luxembourg	124. Seychelles	
	83. Madagascar	125. Singapore	

*Maximum stay of 30 days as provided in Category C and G

**Somalia excluded (FSC 95-14)

I. The following foreign nationals are allowed to enter the Philippines without a visa for a stay not exceeding seven (7) days:

1. Holders of Hong Kong Special Administrative Region (SAR) passports [fourteen (14) days FSC 112-11]
2. Holders of British National Overseas (BNO) passports
3. Holders of Macau-Portuguese passports
4. Holders of Macau Special Administrative Region (SAR) passports [fourteen (14) days FSC 122-11]
5. Chinese nationals from the mainland coming for tourism purposes and with either a valid Australian, Canadian, Japanese, Schengen or US visa

J. The Balikbayan Privilege

Nationals of countries who fall under EO 408 and are family members (spouse and children holding foreign passports) of a Balikbayan (returning Filipino citizen or former Filipino citizen) are entitled to a visa-free entry to the Philippines for a maximum stay of one (1) year from the date of their arrival in Manila under the BALIKBAYAN Program. They shall be admitted as Balikbayans on condition that they (i) travel with a Balikbayan and (ii) observe and comply with immigration rules and regulations.

Family members of Balikbayans who are nationals of countries as well as former Filipino citizens who acquired Citizenship and Passports of Countries not included in Section H, are NOT entitled to the Balikbayan privilege. THEY MUST SECURE ENTRY VISAS PRIOR TO THEIR TRAVEL TO THE PHILIPPINES.

Nationals who are subjects of deportation/blacklist orders of the Department and Bureau of Immigration shall not be admitted to the Philippines.

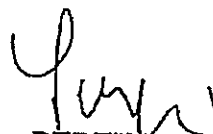
Further inquiries may be addressed to the Visa Division (email: visadiv@gmail.com).
Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City, Philippines.

All Posts are instructed to inform the Department accordingly of any changes/updates on visa agreements with countries under their jurisdiction.

This circular supersedes FSC No. 21-10 dated 22 February 2010.

All Foreign Service Circulars, Orders, regulations inconsistent with this circular are hereby revoked or amended.

Please be guided accordingly.



PERFECTO R. YASAY JR.
Secretary of Foreign Affairs

Pasay City SEP 02 2016
TO ALL PHILIPPINE FOREIGN SERVICE POSTS



Foreign Service Circular No. 22-10

SUBJECT: Classification of Aliens for Issuance of Temporary Visitor's Visa

Effective immediately, issuance of a temporary visitor's visa under Section 9(a) of the Philippine Immigration Act of 1940, as amended, shall be governed by the following procedures and requirements:

Category A: Nationals of Afghanistan and Stateless Persons¹

1. They need a visa.
2. Prior authorization from the Department is required before issuance of the visa.
3. Afghan nationals may apply for a visa only from the Philippine Embassy in Islamabad.
4. Stateless persons may apply for a visa only from a Philippine Foreign Service Post in their country of legal residence, except for those who may apply at any Foreign Service Post because they possess all of the following:
 - a. Permanent residency in a country with which the Philippines has diplomatic relations;
 - b. A travel document which entitles re-entry to the country of residence with such re-entry permit valid for at least six (6) months beyond the contemplated period of stay in the Philippines;
 - c. Their country of origin has diplomatic relations with the Philippines; and
 - d. Gainful employment and guarantee by employer that they would not become public charges, or financial independence which would preclude them from becoming public charges.
5. Visas issued to stateless persons should not be placed in the passport or travel document but on FA Form No. 2 pursuant to Section 182 of the Philippine Immigration Act of 1940 as amended or Section 17 of the 2002 Codified Visa Rules and Regulations.
6. After issuance or denial of the visa, Post shall immediately fax the information to the Department which, in turn, informs concerned government authorities.

Category B-1: Nationals of the following countries:

Algeria	Iraq	Libya	Sudan	Somalia (FSC No 95-2014)
Egypt	Jordan	Pakistan	Syria	
Iran	Lebanon	Palestine	Yemen	

1. They need a visa.
2. They may apply for a visa only from a Philippine Foreign Service Post in their country of origin or place of legal residence.
3. Upon acceptance, the application with the applicant's picture shall be faxed to the Department for security clearance, to the attention of the Visa Division, and copy furnished the OIS.
4. The visa may be issued only after 5 working days from the day of filing of the application, provided that no negative information is received from the

¹ Nationals of countries that have no diplomatic relations with the Philippines (i.e. Kosovo Passport Holders), people without a nationality or state and thereby holders of travel documents (i.e. refugees) except TD-holders falling under Category C-2

Department within those 5 working days. However, Post may issue a visa after only 3 days if clearance from NICA and authority from DFA are received.²

Category B-2: Nationals of the following:

East Timor
Democratic People's Republic of Korea (DPRK)
Nigeria
Sri Lanka
India*

1. They need a visa
2. They may apply for a visa only from a Philippine Foreign Service Post in their country of origin or place of legal residence.
3. DPRK nationals may apply for a visa only from the Philippine Embassy in Beijing, which has jurisdiction over them.
- ~~4. East Timor nationals may apply for a visa only from the Philippine Embassy, Dili, which has jurisdiction over them.~~ FSC 33-2015

Indian nationals may also apply for a visa in any country that requires entry visas to Indian nationals³

Category C-1: Nationals of the following:

Azerbaijan	Kyrgyzstan FSC NO 95-2014	Uzbekistan FSC NO 95-2014
Bangladesh	Tajikistan FSC NO 95-2014	IRAN (FSC NO 24-2011)
Kazakhstan FSC NO 95-2014	Turkmenistan FSC NO 95-2014	

1. They need a visa.
2. They may apply at any Philippine Foreign Service Post.
3. The application with the applicant's picture shall be immediately faxed to the Department for security clearance (attn: Visa Division; cc: OIS)
4. The visa may be issued only after 5 working days from the day of filing of the application, provided that no negative information is received from the Department within those 5 days. However, Post may issue a visa after only 3 days if clearance from NICA and authority from DFA are received.⁴

Category C-2: Nationals of the following countries:

Albania	FSC NO 95-2014	Croatia	Moldova	Ukraine
Armenia		Cuba	Montenegro	CHINA (CIR-408-OCA-2010)
Belarus		FYROM	Serbia	
Belize FSC NO 95-2014		Georgia	Sierra Leone	
Bosnia-Herzegovina		Nauru	Tonga	

Holders of Taipei passports
Holders of Hong Kong DI and GI
Holders of Malaysian Certificate of Identity
Holders of Brunei International Certificate of Identity

1. They need a visa

²-OCA-2007-S, dated 5 July 2007
³Immigration Order No. 05-D4, dated 4 February 2004, and CIR-1007-OCA-2004, dated 27 July 2004.
⁴CIR-81-OCA-2007-S, dated 5 July 2007

2. They may apply for a visa at any Philippine Foreign Service Post.

Category D: Holders of Macau-Portuguese and Hong Kong British passports.

Holders of Hong Kong Special Administrative Region (SAR) passports.

Holders of Macau Special Administrative Region (SAR) passports.

Chinese nationals from the mainland coming for tourism purposes and with a valid Australian, Japanese, Canadian or Schengen, or US visa

HONG KONG SAR (FSC NO 112-11)

14 MACAU SAR (FSC NO 122-11)

1. They do not need a visa for a stay not exceeding seven (7) days provided that they possess a return or onward airline ticket.
2. For a stay longer than seven (7) days, they may apply for a visa at any Foreign Service Post.

14

Persons not included in any of the above categories may enter the Philippines visa-free for a stay not exceeding twenty-one (21) days provided they possess a return or onward ticket. For a stay longer than twenty-one (21) days, they may apply for a visa at any Foreign Post.

30 DAYS (FSC NO 90-13)

This circular supersedes FSC No. 448-01 dated 14 December 2001.

All Foreign Service Circulars, Orders, regulations inconsistent with this circular are hereby revoked or amended.


ALBERTO G. ROMULO
Secretary of Foreign Affairs

.. CITY, FEB 22 2018



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

FOREIGN SERVICE CIRCULAR NO. 015-2018

SUBJECT: GUIDELINES FOR VISA ENDORSEMENTS

In view of visa application endorsements being made by various Philippine government agencies, foreign governments, accredited international organization and private entities, all Foreign Service Posts and Department Offices are hereby informed of the following guidelines:

A. Government entities requesting visa assistance for foreign nationals

1. The invitee must file the visa application at the appropriate Philippine Foreign Service Post at least fifteen (15) working days prior the scheduled flight if prior authorization from the Home Office is required. If prior authority from the Home Office is not required, the visa application must be filed at least seven (7) working days prior to the scheduled flight.
2. In cases where prior authorization from the Home Office is required, the Consular Officer may decide not to accept visa application filed less than fifteen (15) working days prior to the invitee's scheduled flight unless there is a meritorious reason (e.g. medical, death, assistance-to-nationals case, or other similar emergencies) for travel to the Philippines.

The following are the requirements to be submitted at the Philippine Foreign Service Post:

- a. Original Passport, valid for at least six (6) months beyond the contemplated stay in the Philippines
 - b. Copy of the Passport Data Page and amendment pages, if applicable
 - c. Copy of Philippine visa previously issued, if any
 - d. Flight details
 - e. Invitation letter addressed to the invitee by the inviting or sponsoring government entity indicating the following:
 - i. Purpose of the travel
 - ii. Address in the Philippines where the invitee will be staying
 - iii. Guarantee for the invitee's entry, stay and exit
 - iv. Name and contact details of the inviting or sponsoring government entity (in case of a government office, a focal person should be identified)
 - f. Additional documents that the Consular Officer may require the applicant to submit, should the Consular Officer deem necessary
4. The invitee's personal appearance for purposes of interview by the Consular Officer shall be required, unless the inviting or sponsoring government entity.

provides a letter of guarantee with a request to waive the personal appearance of the applicant, subject to prior approval from the Home Office.

The inviting or sponsoring government entity shall send a letter addressed to the Assistant Secretary of the Office of Consular Affairs (attention to the Visa Division and copy furnished the Consul General of the Foreign Service Post where the visa application was filed, at least fifteen (15) working days prior the scheduled flight of the invitee, indicating the following details:

- a. List of names of its invitees with passport details:
 - i. name appearing on the passport
 - ii. nationality
 - iii. date of birth
 - iv. place of birth
 - v. passport number
- b. Purpose of travel
- c. Type of assistance being requested (e.g. expedited processing, waiver of personal appearance, waiver of fees)
- d. Whether the invitee is being funded by the inviting or sponsoring government entity
- e. Guarantee for the applicant's entry, stay and exit
- f. Expected date/s of travel and length of stay in the Philippines
- g. Name and contact details of the inviting or sponsoring government entity (in case of a government office, a focal person should be identified)

- Attached as Annex A is a template of the letter of request

6. Requests for waiver of visa fees shall be considered on a case-by-case basis (e.g. reciprocity clearly showing of benefits to the Philippines, or similar justifications) subject to the approval of UCSCC and OFMS.
7. OCA – Visa Division and Posts shall endeavour to accommodate requests for expedited processing, subject to compliance with existing rules and regulations.

B. Private entities endorsing visa application for foreign nationals

1. The invitee must file the visa application at the appropriate Philippine Foreign Service Post at least fifteen (15) working days prior the scheduled flight if prior authorization from the Home Office is required. If prior authority from the Home Office is not required, the visa application must be filed at least seven (7) working days prior to the scheduled flight.
2. In cases where prior authorization from the Home Office is required, the Consular Officer may decide not to accept visa application filed less than one teen (15) working days prior to the invitee's scheduled flight unless there is a meritorious reason (e.g. medical, death, assistance-to-nationals case, or other similar emergencies) for travel to the Philippines.

3. The following are the requirements to be submitted at the Philippine Foreign Service Post:

- a. Original Passport, valid for at least six (6) months beyond the contemplated stay in the Philippines
- b. Copy of the Passport Data Page and amendment pages, if applicable
- c. Copy of Philippine visa previously issued, if any
- d. Flight details
- e. Proof of sufficient fund to travel expenses, accommodation and subsistence (e.g. bank statement, certificate of employment, certificate of deposits and investments)
- f. Invitation letter addressed to the invitee by the inviting or sponsoring private entity indicating the following:
 - i. Purpose of travel
 - ii. Address in the Philippines where the invitee will be staying
 - iii. Guarantee for the invitee's entry, stay and exit
 - iv. Name and contact details of the inviting or sponsoring private entity (in case of an office or enterprise, a focal person should be identified)
- g. Additional documents that the Consular Officer may require the applicant to submit, should the Consular Officer deem necessary.

The invitee's personal appearance for purposes of interview by the Consular Officer shall be required.

5. The inviting or sponsoring private entity shall send a letter directly to the Consul General of the Foreign Service Post where the visa application was filed (copy furnished the Assistant Secretary of the Office of Consular Affairs and attention to the Visa Division), at least fifteen (15) working days prior the scheduled flight of the invitee, indicating the following details:

- a. List of names of its invitees with passport details:
 - i. name appearing on the passport
 - ii. nationality
 - iii. date of birth
 - iv. place of birth
 - v. passport number
- b. Purpose of travel
- c. Type of assistance being requested
- d. Whether the invitee is being funded by the inviting or sponsoring private entity
- e. Guarantee for the applicant's entry, stay and exit
- f. Expected date/s of travel and length of stay in the Philippines
- g. Name and contact details of the inviting or sponsoring private entity (in case of an office or enterprise, a focal person should be identified)

- Attached as Annex B is a template of the letter of request

C. Foreign government entities requesting visa assistance for foreign nationals

1. The invitee must file the visa application at the appropriate Philippine Foreign Service Post at least fifteen (15) working days prior the scheduled flight if prior authorization from the Home Office is required. If prior authority from the Home Office is not required, the visa application must be filed at least seven (7) working days prior to the scheduled flight.
2. In cases where prior authorization from the Home Office is required, the Consular Officer may decide not to accept visa application filed less than fifteen (15) working days prior to the invitee's scheduled flight unless there is a meritorious reason (e.g. medical, death, assistance-to-nationals case, or other similar emergencies) for travel to the Philippines.
3. The following are the requirements to be submitted at the Philippine Foreign Service Post:
 - a. Original Passport, valid for at least six (6) months beyond the contemplated stay in the Philippines
 - b. Copy of the Passport Data Page and amendment pages, if applicable
 - c. Copy of Philippine visa previously issued, if any
 - d. Flight details
 - e. Invitation letter addressed to the invitee by the inviting or sponsoring foreign government entity indicating the following:
 - i. Purpose of travel
 - ii. Address in the Philippines where the invitee will be staying
 - iii. Guarantee for the invitee's entry, stay and exit
 - iv. Name and contact details of the inviting or sponsoring foreign government entity (in case of a foreign government office, a focal person should be identified)
 - f. Additional documents that the Consular Officer may require the applicant to submit, should the Consular Officer deem necessary
4. The invitee's personal appearance for purposes of interview by the Consular Officer shall be required, unless the inviting or sponsoring foreign government entity provides a letter of guarantee with a request to waive the personal appearance of the applicant, subject to prior approval from the Home Office.
5. The inviting or sponsoring Foreign Government entity shall send a letter addressed to the Assistant Secretary of the Office of Consular Affairs (attention to the Visa Division and copy furnished the Consul General of the Foreign Service Post where the visa application was filed, at least fifteen (15) working days prior the scheduled flight of the invitee, indicating the following details:
 - a. List of names of its invitees with passport details:
 - i. name appearing on the passport

- ii. nationality
 - iii. date of birth
 - iv. place of birth
 - v. passport number
 - b. Purpose of travel
 - c. Type of assistance being requested
 - d. Whether the invitee is being funded by the inviting or sponsoring foreign government entity
 - e. Guarantee for the applicant's entry, stay and exit
 - f. Expected date/s of travel and length of stay in the Philippines
 - g. Name and contact details of the inviting or sponsoring foreign government entity (in case of a foreign government office, a focal person should be identified)
 - Attached as Annex C is a template of the letter of request
6. OCA – Visa Division and Posts shall endeavour to accommodate requests for expedited processing, subject to compliance with existing rules and regulations.
- D. Accredited International Organization (IO) entities endorsing visa application for foreign nationals**
1. The invitee must file the visa application at the appropriate Philippine Foreign Service Post at least fifteen (15) working days prior the scheduled flight if prior authorization from the Home Office is required. If prior authority from the Home Office is not required, the visa application must be filed at least seven (7) working days prior to the scheduled flight.
 2. In cases where prior authorization from the Home Office is required, the Consular Officer may decide not to accept visa application filed less than fifteen (15) working days prior to the invitee's scheduled flight unless there is a meritorious reason (e.g. medical, death, assistance-to-nationals case, or other similar emergencies) for travel to the Philippines.
 3. The following are the requirements to be submitted at the Philippine Foreign Service Post:
 - a. Original Passport, valid for at least six (6) months beyond the contemplated stay in the Philippines
 - b. Copy of the Passport Data Page and amendment pages, if applicable
 - c. Copy of Philippine visa previously issued, if any
 - d. Flight details
 - e. Proof of sufficient fund to travel expenses, accommodation and subsistence (e.g. bank statement, certificate of employment, certificate of deposits and investments)
 - f. Invitation letter addressed to the invitee by the inviting or sponsoring accredited IO entity indicating the following:
 - i. Purpose of travel
 - ii. Address in the Philippines where the invitee will be staying

- iii. Guarantee for the invitee's entry, stay and exit
 - iv. Name and contact details of the inviting or sponsoring accredited IO entity (in case of an office, a focal person should be identified)
 - g. Additional documents that the Consular Officer may require the applicant to submit, should the Consular Officer deem necessary.
4. The invitee's personal appearance for purposes of interview by the Consular Officer shall be required.
5. The inviting or sponsoring accredited IO entity shall send a letter directly to the Consul General of the Foreign Service Post where the visa application was filed (copy furnished the Assistant Secretary of the Office of Consular Affairs and attention to the Visa Division), at least fifteen (15) working days prior the scheduled flight of the invitee, indicating the following details:
- a. List of names of its invitees with passport details:
 - i. name appearing on the passport
 - ii. nationality
 - iii. date of birth
 - iv. place of birth
 - v. passport number
 - b. Purpose of travel
 - c. Type of assistance being requested
 - d. Whether the invitee is being funded by the inviting or sponsoring accredited IO entity
 - e. Guarantee for the applicant's entry, stay and exit
 - f. Expected date/s of travel and length of stay in the Philippines
 - g. Name and contact details of the inviting or sponsoring accredited IO entity (in case of an office, a focal person should be identified)
- Attached as Annex D is a template of the letter of request

In meritorious cases, the Visa Division or Visa Officers, with the approval of UCSCC, may waive certain requirements or consider exceptions to the guidelines, in the exigencies of the service.

Posts and Department Offices are instructed to notify relevant endorsing entities and visa applicants of these guidelines.

These guidelines will take effect beginning JAN 30 2018.

For the Secretary of Foreign Affairs:


FRANK R. CIMAFRANCA
Assistant Secretary

Parañaque City, JAN 30 2018

OFFICIAL LETTERHEAD OF PHILIPPINE GOVERNMENT ENTITY

Date

Mr. FRANK R. CIMA FRANCA

Assistant Secretary

Office of Consular Affairs

Department of Foreign Affairs

Bradco Blvd. cor. Macapagal Ave.,

Aseana Business Park, Parañaque City

Subject: Visa application of <NAME/s OF APPLICANT/s>, <NATIONALITY/ies>

Dear Assistant Secretary Cimafranca,

This is to respectfully request for expedited processing of the visa application for <NAME/s OF APPLICANT/s, position> who has filed his/their application in the <Philippine Embassy/Consulate in PLACE> on <DATE>. <Name of applicant/s> is a delegate to the <event> which will be held at <venue in the Philippines> on <date/s of event>. <Background of the event> <Reasons for the request>

This is to further request for the waiver of personal appearance of <NAME>. <Reasons for the request>

Travel and accommodation throughout his/their stay will be financed by <the government agency or contact person>. The undersigned/name of office/agency shall be responsible for the welfare, acts and movement of <NAME/s> during his/their stay in the Philippines and guarantees that <NAME/s> will not be a public charge to the government.

Attached are copies of his/their flight details showing his/their expected dates of arrival and departure on <dates of arrival and departure, respectively>, passport data page and previously issued Philippine Visa/s.

Should there be any clarifications, you may contact <contact person> at <telephone/cell number>. Thank you for consideration.

Very truly yours,

<NAME OF CONTACT PERSON/HEAD OF OFFICE>
<POSITION>

Courtesy copy/ies:

Foreign Service Post/s where applicants will apply their visa

OFFICIAL LETTERHEAD OF PRIVATE COMPANY

Date

Ms. LEAH M. BASINANG-RUIZ

Ambassador
 W Building, Rue Mar Geris
 Hadath, Baabda
 Mount Lebanon,
 Republic of Lebanon

Sample address to be used. Please check the appropriate names and address on the DFA website

Subject: Visa application of <NAME/s OF APPLICANT/s>, <NATIONALITY/ies>

Dear Ambassador Basinang-Ruiz,

This is to respectfully request for visa assistance to the invitees listed below, who have filed his/their application in the <Philippine Embassy/Consulate in PLACE> on <DATE> to attend as delegate/s to the <event> which will be held at <venue in the Philippines> on <date/s of event>.

Name	Passport #	Date of birth	Place of birth
<name appearing on the data page of his/her passport>		DD Month YYYY	Mumbai

Attached are copies of his/their flight details showing their expected dates of arrival and departure on <dates of arrival and departure, respectively>, passport data page, previously issued Philippine Visa/s and applicant's bank statement.

The undersigned/name of office/agency shall be responsible for the welfare, acts and movement of <NAME> during his/their stay in the Philippines and guarantees that <NAME/s> will not be a public charge to the government.

Very truly yours,

<NAME OF CONTACT PERSON/HEAD OF OFFICE>
 <POSITION>

Courtesy copy:

The Assistant Secretary, Office of Consular Affairs

OFFICIAL LETTERHEAD OF FOREIGN GOVERNMENT ENTITY

Date

Mr. FRANK R. CIMA FRANCA
Assistant Secretary
Office of Consular Affairs
Department of Foreign Affairs
Bradco Blvd. cor. Macapagal Ave.,
Aseana Business Park, Parañaque City

Subject: Visa application of <NAME/s OF APPLICANT/s>, <NATIONALITY/ies>

Dear Assistant Secretary Cimafranca,

This is to respectfully request for processing of the visa application for <NAME/s OF APPLICANT> who has filed his/their application in the <Philippine Embassy/Consulate in PLACE> on <DATE>. <Name of applicant/s> is the mother of <Name/s/Position>.

This is to further request for the waiver of personal appearance of <NAME>. <Reasons for the request.>

Travel and accommodation throughout his/their stay will be financed by <the government agency or contact person>. The undersigned/name of office/agency shall be responsible for the welfare, acts and movement of <NAME/s> during his/their stay in the Philippines and guarantees that <NAME/s> will not be a public charge to the government.

Attached are copies of his/their flight details showing his/their expected dates of arrival and departure on <dates of arrival and departure, respectively>, passport data page and previously issued Philippine Visa/s.

Should there be any clarifications, you may contact <contact person> at <telephone/cell number>. Thank you for consideration.

Very truly yours,

<NAME OF CONTACT PERSON/HEAD OF
OFFICE>
<POSITION>

Courtesy copy/ies:

Foreign Service Post/s where applicants will apply their visa

OFFICIAL LETTERHEAD OF ACCREDITED INTERNATIONAL ORGANIZATION ENTITY

Date

Ms. LEAH M. BASINANG-RUIZ

Ambassador
W Building, Rue Mar Gerjes
Hadath, Baabda
Mount Lebanon,
Republic of Lebanon

Sample address to be used. Please check the
appropriate names and address on the DFA
website

Subject: Visa application of <NAME/s OF APPLICANT/s>, <NATIONALITY/ies>

Dear Ambassador Basinang-Ruiz,

This is to respectfully request for visa assistance to the invitees listed below, who have filed his/their application in the <Philippine Embassy/Consulate in PLACE> on <DATE> to attend as delegate/s to the <event> which will be held at <venue in the Philippines> on <date/s of event>.

Name	Passport #	Date of birth	Place of birth
<name appearing on the data page of his/her passport>		DD Month YYYY	Mumbai

Attached are copies of his/their flight details showing his/their expected dates of arrival and departure on <dates of arrival and departure, respectively>, passport data page, previously issued Philippine Visa/s and applicant's bank statement.

The undersigned/name of office/agency shall be responsible for the welfare, acts and movement of <NAME> during his/their stay in the Philippines and guarantees that <NAME/s> will not be a public charge to the government.

Very truly yours,

<NAME OF CONTACT PERSON/HEAD OF
OFFICE>
<POSITION>

Courtesy copy:

The Assistant Secretary, Office of Consular Affairs

URGENT

To : All Posts
Cc : UCSCC, DLLU, OFMS, OLA, OP, ISU
Fr : OCA-Visa Division
Re : **FSC No. 15-2018 on the Guidelines for Visa Endorsements**
Dt : 06 March 2018
Cn : CIR - 538 - OCA - 2018

Further to CIR-401-OCA-2018 dated 30 January 2018, Posts are informed that FSC No. 15-2018 on the guidelines for visa endorsements applies to temporary visitor's (9a) visa applications only.

JCA also reiterates that, "In meritorious cases, the Visa Division or Visa Officers, with the approval of UCSCC, may waive certain requirements or consider exceptions to the guidelines, in the exigencies of the service."

For Posts' information and compliance.

For the Secretary of Foreign Affairs:

FRANK R. CIMA FRANCA
Assistant Secretary

ERY URGENT AND CONFIDENTIAL

To : All Foreign Service Posts
Cc : OCA, ISU, UP, all Geographic Offices
Fr : OUCSCC
Re : **Visa Applications of All Missionaries**
Dt : 25 September 2017
Cn : CIR-227-OUCSCC-2017-S

To address the heightened security risks in Mindanao due to the ongoing conflict in Marawi, effective immediately, all Foreign Service Posts are instructed to do the following:

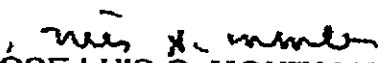
1. Require all missionaries applying for a visa to submit the following additional requirements:
 - a. Police clearance from the country of origin or place of legal residence;
 - b. Sponsorship / endorsement letter from religious organization in country of origin
 - c. Guarantee letter from the inviting entity in the Philippines; and
 - d. Certificate of accreditation of sending religious organization (if available).
2. Inform all missionaries applying for a visa that the evaluation and approval process shall take at least one (1) month from the date of application.
3. Seek prior authority and security clearance from the Home Office before issuing any kind of visa to a foreign missionary.

In this regard, all FSPs shall transmit electronically the list of missionaries applying for any visa who will be engaged in religious or missionary work in the country, along with their accomplished application forms and accompanying documents, particularly the passport data page, to the Department (Attention: OCA-Visa, cc: ISU)

4. Advise all foreign missionaries intending to travel to Mindanao, for their own safety and protection, to take all necessary safety precautions and refrain from travelling particularly to places near conflict areas.
5. If available, provide the Home Office with a list of religious / missionary organizations accredited by the host government or a reputable accrediting organization and the list of entities and NGOs that are blacklisted or suspected of engaging in illicit activities.

For Posts' information and strict compliance.

For the Secretary of Foreign Affairs:


JOSE LUIS G. MONTALES
Undersecretary

ANNEX A

OFFICIAL LETTERHEAD OF SPONSORING ENTITY

Date

Ms. LEAH M. BASINANG-RUIZ
Ambassador
W Building, Rue Mar Gerjes
Hadath, Baabda
Mount Lebanon,
Republic of Lebanon

Sample address ed. Please check the appropriate names and address on the DFA website

Subject: Visa application of <NAME/s OF APPLICANT/s>, <NATIONALITY/ies>

Dear Ambassador Basinang-Ruiz,

This is to respectfully request for a visa to the missionaries listed below. They will be travelling to the Philippines to participate in a _____ <event> which will be held at <venue in the Philippines> on <date/s of event>.

<Background of the event.> <Reasons for the request.>

Name	Passport #	Date of birth	Place of birth
<name appearing on the data page of his/her passport>		DD Month YYYY	Mumbai

Travel and accommodation throughout their stay will be financed by <the government agency or contact person>.

Attached are copies of their flight details showing their expected dates of arrival and departure on <dates of arrival and departure, respectively>, passport data page, and previously issued Philippine Visa/s.

Very truly yours,

<NAME OF CONTACT PERSON/HEAD OF
OFFICE>
<POSITION>

OFFICIAL LETTERHEAD OF INVITING ENTITY

Date

Ms. LEAH M. BASINANG-RUIZ
Ambassador
W Building, Rue Mar Gerles
Hadath, Baabda
Mount Lebanon,
Republic of Lebanon

} Sample address to be used. Please check the appropriate names and address on the DFA website

Subject: Visa application of <NAME/s OF APPLICANT/s>, <NATIONALITY/ies>

Dear Ambassador Basinang-Ruiz,

This is to respectfully request for a visa to <NAME/s OF APPLICANT/s, position>, a missionary who will be travelling to the Philippines to participate in a _____ <event> which will be held at <venue in the Philippines> on <date/s of event>.

<Background of the event.> <Reasons for the request.>

Travel and accommodation throughout his stay will be financed by <the government agency or contact person>. The undersigned/name of office/agency shall be responsible for the welfare, acts and movement of <NAME/s> during his/their stay in the Philippines and guarantees that <NAME/s> will not be a public charge to the government.

Attached are copies of his/her flight details showing expected dates of arrival and departure on <dates of arrival and departure, respectively>, passport data page and previously issued Philippine Visa/s.

Should there be any clarifications, you may contact <contact person> at <telephone/cell number>. Thank you for the consideration.

Very truly yours,

<NAME OF CONTACT PERSON/HEAD OF
OFFICE>
<POSITION>



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

FOREIGN SERVICE CIRCULAR No: 036-2016

SUBJECT: Procedures for the Issuance of Appropriate Entry Visa
For Foreign Government Officials (FGOs) Travelling for Posting and
Assignment in the Philippines

Unless otherwise covered by existing bilateral arrangements or a prevailing visa agreement which waive Philippine visa requirements for incoming foreign government officials (and their qualified dependents accompanying or joining the principal), travelling to the Philippines for the purpose of posting and assignment in diplomatic missions and consular offices of the Sending State in the Philippines, Posts are to issue the appropriate visa under category 9E of the Philippine Immigration Act of 1940 as amended, to arriving FGOs and qualified dependents and members of the official's household **only after receipt of appropriate authority** from the Office of Consular Affairs.

For the processing of visa applications of incoming officials to be posted in the Philippines, the following documents shall be required from the Sending State:

1. Official written notification of the impending assignment of the FGO, transmitted to Post via a diplomatic Note at least thirty (30) days in advance of expected travel to the Philippines.

The Note should state

- i. the particulars of the visa applicant;
- ii. his/her official designation in the mission/consular office in the Philippines;
- iii. his/her expected departure date from the country of origin;
- iv. expected duration of assignment in the Philippines; and
- v. the complete name and designation of the official he/she is coming to replace (or if he/she is an additional official being deployed in the Sending State's mission/consular office in the Philippines).
- vi. In the case of qualified dependents: that the visa applicant is travelling to the Philippines to join and live with the principal *for the duration of the principal's assignment*.

2. Duly filled-out application form (with photograph).
3. Clear photocopy of the visa applicant's diplomatic / service / official passport
4. Supporting documents to establish family ties, marital union, employee-employer relations, etc. as may be deemed necessary, in order to properly ascertain appropriate visa type per existing rules and regulations.

Philippine embassies and consular establishments shall, upon receipt of the documents above listed from the Sending State, immediately transmit copies thereof to the Department coursed through the appropriate geographic office, copy furnishing

2330 Roxas Blvd., Pasay City. 1300 Philippines


Tel. No. 834 - 4000

- (a) DFA Office of Protocol;
- (b) OCA Visa Division; and
- (c) the Philippine mission with jurisdiction over the Sending State

Following established procedures for vetting and clearing against derogatory records, and provided no objections are communicated by the concerned DFA offices to OCA within five work days, written authority shall be transmitted to FSPs via email for the expeditious issuance of the appropriate 9E visa as allowed by existing rules and regulations.

All related regulations, orders, and other circulars inconsistent with the provisions herein are hereby revoked and/or amended accordingly.

This Foreign Service Circular takes effect starting 01 January 2016 and shall remain in force unless revoked or superseded by later directives.


ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs

Pasay City, 18 December 2015



FOREIGN SERVICE CIRCULAR N Q-2015

**SUBJECT: Revised Application Form for Crew List Visa
and Related Procedures**

In support of Cruise and Nautical Tourism as one of the emerging product portfolios under the National Tourism Development Plan of the Philippines, the growing interest of international cruise liners to call on Philippine ports and the need to enhance submission and processing of relevant information related to arriving vessels and corresponding crew, the following guidelines shall be observed in the processing of crew list visas by all visa-issuing Philippine Foreign Service Posts:

A – Revised Crew List Form and Manner of Submission

The new application form for a crew list visa is herein attached for reference and perusal. Posts may freely provide electronic file templates to interested stakeholders/ship agents to facilitate the submission of documents on behalf of their principals. Submission of the crew list information in an electronic file is encouraged, which may be done via email.

B – Multiple-entry Crew List Visa for Cruise Tourism Vessels

Upon submission of appropriate and valid supporting documents to prove the practical need and after careful consideration of applications lodged for cruise vessels plying regular routes that traverse Philippine territorial waters through which aforesaid vessels will make regular/repeated calls on Philippine ports. Posts may issue multiple entry visas to qualified crew members of cruise vessels allowing a maximum 5 day period of stay per entry, covering a validity of three to six months.

Such multiple-entry visa shall only be applicable to crew members of cruise vessels and shall be non-convertible and non-extendible.

This Foreign Service Circular shall take effect immediately. All other Foreign Service Circulars Department Orders and other DFA regulations inconsistent with the instructions herein are hereby revoked, modified or amended.

Please be guided accordingly.

For the Secretary of Foreign Affairs:



RAFAEL E. SEGUIS
Undersecretary for Consular Services and
Civilian Concerns

Managua City, 05 January 2015.

ALL DIPLOMATIC AND CONSULAR POSTS

APPLICATION FOR CREW LIST VISA

DETAILS OF VESSEL					TOTAL CREW including Master:	[AFFIX VISA HERE]
Vessel Name:					FOREIGN CREW	
Vessel Number (IMO):						
Flag State / Nationality:						
Vessel Class/Type:						
Name of Owner:						
DETAILS OF PREVIOUS VOYAGE						
Please provide the necessary information pertaining to the most recent voyage prior to arrival in the Philippines.						
Country/Port of Departure	Departure Date	Country/Port of Arrival	Arrival Date	Name of Local Agent/Handler		
VOYAGE/JOURNEY TO THE PHILIPPINES						
Please provide the necessary information relative to the voyage of the vessel to the Philippines.						
Country/Port of Departure	Departure Date	Port of Arrival in the Philippines	Arrival Date (PHL)	Name of Local Agent/Handler		
DETAILS OF SUCCEEDING VOYAGE						
Please provide the necessary information relative to the next country and port of call from the Philippines.						
Country/Port of Departure in the Philippines	Departure Date (PHL)	Country/Port of Arrival	Date of Arrival	Name of Local Agent/Handler		
TESTATION OF AGENCY			DECLARATION OF CAPTAIN/MASTER			
I hereby certify and confirm that the all information supplied in this document and its attachments are true and correct. I further attest that the signature of the Captain/Master of a vessel appearing herein is genuine and authentic, and that I am duly authorized agent acting for and on behalf of the owners of the vessel.			I solemnly declare that the information which I have provided herein and in the attached crew list is true, accurate and complete to the best of my knowledge, and that I and my crew will abide by the laws and regulations of the Republic of the Philippines for the duration of our stay.			
_____ Signature Above Printed Name (Local Agent)			_____ Signature Above Printed Name (Captain/Master of Vessel)			

Embassy of the Republic of the Philippines

THIS FORM IS NOT FOR S

Vessel Name: _____
 Official Number (IMO): _____
 Flag/Nationality: _____
 Date of Arrival: _____
 Port of Arrival: _____

(To be delivered to the Immigration Officer by the Commanding Officer of any Vessel or aircraft upon arrival at a port in the Philippines)

LIST OF FOREIGN CREW MEMBERS

No.	SURNAME	GIVEN NAME (INCLUSIVE OF ANDOUS NAME)	DATE OF BIRTH	PASSPORT / TRAVEL DOCUMENT NUMBER	ISSUING COUNTRY	DATE/PLACE (IN PASSPORT)	TITLE / POSITION IN VESSEL	REMARKS
1								
2								
3								
4								
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25								

Recommended Documentary Requirements

Following are the recommended documents that need to be submitted along with the properly accomplished and filled-out form:

1. Copy of Ship Register showing vessel's name, official number, and specification particulars.
2. Copy of foreign crew member's valid passport data page and valid seaman's record book/maritime credentials record showing page with latest log entry, in A4-size paper. (The passport must have a validity of at least six months from the date of intended entry to the Philippines.)
3. Signed letter from vessel owner, naming the vessel's captain/master, identifying authorized ship agent, requesting multiple entry crew list visa for the cruise ship's foreign crew members. Letter must be duly supported with corresponding proof/attachment(s) showing relevant information on vessel's multiple port calls in the Philippines.

Posts may require additional documents as may be warranted on a case-to-case basis.

General Procedure for Application for Crew List Visa

- 1.) Shipping/manning agent fills-out details of crew in electronic file (pertinent entries of crew members in separate columns. Please see template.) Hard copy is printed in triplicate. Softcopy as Excel file (not PDF) is emailed to FSP.
- 2.) Vessel's master/captain reviews crew list and affixes signature in Part F. of crew list application form. (Three sets, each with live signature of vessel's master.)
- 3.) Shipping/manning agent brings signed crew list application form and support documents to FSP, and affixes his signature in Part E of application form, before Visa Officer. (Three sets, each with live signature of shipping agent and vessel's master.)
- 4.) Shipping agent pays necessary consular fees following DFA schedule of fees.
- 5.) Post issues official receipt with indicated date of documents release.
- 6.) Shipping agent returns to pick-up duly-visaed crew list application form after processing period, and claims 2 sets. (One set with original visa-sticker affixed on application form, another set with photocopy of application form. Third set is embassy copy.)



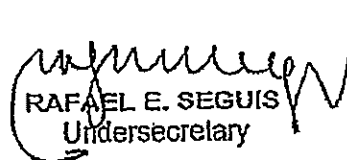
FOREIGN SERVICE CIRCULAR NO. 89-13

Subject: Inclusion of NAIA Terminal 4 in Ports of Entry with AJACSSUK
Privilege for Indian nationals

Effective immediately, Indian nationals may also avail of the visa-free privilege stipulated under FSC No. 36-12 *at the recently-opened NAIA Terminal Four (4)*.

This FSC amends FSC No. 36-12 dated 20 March 2012, and shall take effect immediately.

For the Secretary of Foreign Affairs:


RAFAEL E. SEGUIS
Undersecretary

Pasay City, 10 June 2013

TO ALL PHILIPPINE DIPLOMATIC AND CONSULAR POSTS



FOREIGN SERVICE CIRCULAR NO. 18-13

Subject: Issuance of 9(e) Visas to PROC Nationals who Hold Regular Passports Travelling to the Philippines on Official Mission

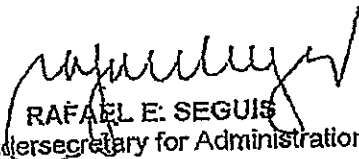
Effective immediately, qualified PROC nationals holding regular passports who will travel to the Philippines on official mission may have their single-entry or multiple-entry 9(e) visas stamped on their regular passports, *provided that they are not bearers of the new Chinese passport containing the 9-dash line.*

This exemption from FSC 211-12 is made to facilitate the travel of the subject PROC nationals, including those affiliated with the Chinese Embassy who are eligible for 9 (e-3) visas.

The visas of concerned PROC nationals who already have their visas placed on FA Form No. 2 will remain valid until the date of expiry.

This Foreign Service Circular supersedes the last paragraph of FSC No. 10-12 dated 21 January 2013, which states that the subject PROC nationals are still covered by FSC 211-12:

For the Secretary of Foreign Affairs:


RAFAEL E. SEGUIS
Undersecretary for Administration

Pasay City, 5 February 2013

TO ALL PHILIPPINE DIPLOMATIC AND CONSULAR POSTS



FOREIGN SERVICE CIRCULAR NO. 17-13

Subject: Non-immigrant visa applications of nationals and residents of the Republic of Palau and the Federated States of Micronesia

In view of the recent closure of Koror PE and pending the appointment of Honorary Consuls to Palau and Micronesia, all Foreign Service Posts (FSPs) are instructed to refer to the following guidelines when processing applications or answering queries pertaining to Philippine non-immigrant visas for nationals and residents of Palau and Micronesia:

9(a) for Temporary Visitor's Visa and 9(b) for Transient Visa

Nationals of the abovementioned countries are covered by E.O. 408.

The following residents may be issued 9(a) visas by any FSP, *subject to prior authorization by the DFA:*

- Stateless persons under Category A
- Category B-1 nationals
- Indian, Sri Lankan and Nigerian nationals

9(c) for Seamen and Crew Members

Section 61 of the Codified Visa Rules and Regulations remains in effect, i.e. applicants must proceed to the nearest FSP for processing.

9(d) for Treaty Traders

Section 73 of the Codified Visa Rules and Regulations remains in effect, i.e. a treaty of commerce and navigation with the Philippines is a condition for issuing this visa. The Philippine does not yet have such a treaty with Palau and Micronesia.

9(a) for Foreign Government Officials

Incoming foreign government officials who are nationals of Palau and Micronesia may first be admitted under E.O. 408. Upon receipt of a Note Verbale from the concerned mission or international organization, OCA-Visa will endorse the change of admission status to the Bureau of Immigration and subsequently issue the corresponding visa.

OCA-Visa will make a similar endorsement for those who are already in the Philippines but who have been given diplomatic or official status by their respective missions or international organizations during their stay.

9(f) for Students; 9(g) Pre-arranged Employees; 47(a)(2) for Special Non-Immigrants


Individuals may enter using 9(a) visas and have them converted to the appropriate type with the Bureau of Immigration for 9(f) and 9(g) visas or the Department of Justice of 47(a)(2) visas.

Visa categories not covered by these guidelines should be referred to OCA for evaluation on a case-by-case basis.

This FSC shall take effect immediately and until the assumption of duty of appropriate Honorary Consuls to the region.

Please be guided accordingly.

For the Secretary of Foreign Affairs:


RAFAEL E. SEGUIS
 Undersecretary for Administration

Pasay City, 23 January 2013
 TO ALL PHILIPPINE DIPLOMATIC AND CONSULAR POSTS

2330 Roxas Blvd., Pasay City, 1300 Philippines • Tel. No. 834-4000 • www.dfa.gov.ph



FOREIGN SERVICE CIRCULAR NO. 10-3

Subject: Issuance of Visas to PROC Nationals who Hold Regular Passports and are Affiliated with Accredited International Organizations (IO) and Specialized UN Agencies in the Philippines

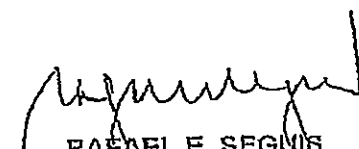
Effective immediately, PROC nationals affiliated with accredited International Organizations and Specialized UN Agencies in the Philippines may have their single-entry and multiple-entry 9(e) visas stamped on their regular passports, *provided that they are not bearers of the new Chinese passport containing the 9-dash line.*

This exemption from FSC 211-12 is made to facilitate the entry and exit of the subject PROC nationals, who usually stay in the Philippines for an extended period of time, and applies only to those eligible for 9 (e-1), 9 (e-2) and 9 (e-3) visas.

The visas of concerned PROC nationals who already have their visas placed on FA Form No. 2 will remain valid until the date of expiry.

PROC nationals holding regular passports and who are affiliated with diplomatic and consular missions of the People's Republic of China are still subject to FSC 211-12.

For the Secretary of Foreign Affairs:


RAFAEL E. SEGUIS
Undersecretary for Administration

Pasay City, 21 January 2013

TO ALL PHILIPPINE DIPLOMATIC AND CONSULAR POSTS

Kagawaran ng Ugnayang Pankalahatan



Department of Foreign Affairs

Foreign Service Circular No. 211 -12

SUBJECT: All Regular Passports Issued by the People's Republic of China

All Foreign Service Posts are hereby informed that no Philippine visa of any kind shall be stamped on *all regular passports issued by the People's Republic of China (PROC)*

The visa shall be stamped on the back page of F.A. Form No. 2 (visa application form). PROC nationals shall be advised to present the F.A. Form No. 2, along with their valid passports at the immigration counter upon arrival in the Philippines.

Diplomatic, official and service passports shall remain unaffected by this circular.

All Foreign Service Circulars, Department Orders and other regulations inconsistent with this circular is hereby revoked or amended.

Please be guided accordingly.

ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs

Department of Foreign Affairs
Office of the Secretary



IC-CCA-1013202
BY: DUTY

DR: 28-NOV-12
TR: 02:16 PM

Pasay City, NOV 23 2012



Foreign-Service Circular No. 36-12

SUBJECT: Visa Policy for Indian Nationals

After consultations with the concerned government agencies, the following visa rules and regulations are to be applied as regards to Indian nationals:

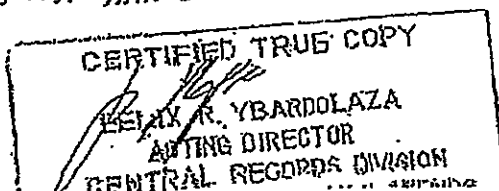
1. They may be granted a visa-free entry for an initial stay not exceeding fourteen (14) days, provided they possess the following:
 - a) Either a valid US, Japanese, Australian, Canadian, Schengen, Singapore or UK visa or permanent residence permit;
 - b) A national passport valid at least six (6) months, beyond the contemplated stay;
 - c) Return or onward ticket to the next country of destination;
 - d) No derogatory record with the Bureau of Immigration (BI), the National Intelligence Coordinating Agency (NICA), and the International Police (Interpol).
2. The 14-day visa-free entry may be extended by an additional seven (7) days for a maximum of twenty-one (21) day stay.
3. This may only be implemented at NAIA I, II and III airports.
4. This type of admission will be non-convertible to other visa categories.
5. For a stay longer than fourteen (14) days, they may apply for a visa at New Delhi PE; any Foreign Service Post (FSP) in a country where the applicant has legal residence; or any FSP in a country that requires entry visas to Indian nationals.

This FSC shall supersede sections in FSC Nos. 21-10 and 22-10 dated 22 February 2010, on Indian nationals.

Please be guided accordingly.


ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs

Pasay City, MAR 20 2012



Department of Foreign Affairs
Office of the Secretary



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DR: 20-MAR-12
TR: 08:11 AM



FOREIGN SERVICE CIRCULAR NO. 90-11

SUBJECT: Visa Policy for Chinese Taipei Passport Holders

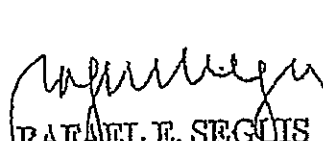
All Foreign Service Posts are hereby instructed to implement the following as regards Chinese Taipei passport holders:

1. They need a visa;
2. They may apply at any FSP; and
3. Visa Stickers or Stamps may now be affixed in the passport.

The instructions stated herein will not depart from Section 17 of the 2002 Codified Visa Rules and Regulations

This FSC shall supercede sections in FSC Nos. 22-10 dated 22 February 2010, on holders of Chinese Taipei passports.

Please be guided accordingly.


RAFAEL E. SEGUIS
Undersecretary

Pasay City, 11 July 2011



FOREIGN SERVICE CIRCULAR NO. 144-04

Subject: Implementing Guidelines for Executive Order No. 288 dated 24 February 2004, Amending the Rules Governing the Admission and Stay in the Philippines, as Temporary Visitors, of Chinese Nationals who are Members of Tour Groups

The following are the guidelines for the implementation of Executive Order No. 288, dated 24 February 2004, amending the rules governing the admission and stay in the Philippines, as temporary visitors, of Chinese nationals who are members of tour groups:

1. Coverage – Executive Order No. 288 dated 24 February 2004 covers Chinese nationals, holding People's Republic of China passports, Hong Kong Special Administrative Region passports, Certificates of Identities, and Documents of Identities, Macao Special Administrative Region passports and Travel Permits who are members of tour groups with a minimum of three (3) members.
2. Authorized Period of Stay – The authorized period of stay of members of tour groups who were issued tour group visas by Philippine Foreign Service Posts in the People's Republic of China and Hong Kong SAR is for a maximum of fifty-nine (59) days. Tour Group members will have to arrive and depart from the Philippines at the same time.
3. Accredited Travel Agencies – Tour Group Visa applications may only be submitted by Travel Agencies in China and Hong Kong that are duly accredited by the Philippine Embassy in Beijing and Consulates General in Xiamen, Guangzhou, Shanghai and Hong Kong SAR, pursuant to the "Memorandum of Agreement on the Accreditation of Philippine Tour Operators Handling Tour Groups from the People's Republic of China" dated 15 June 2000, as amended, between the Department of Foreign Affairs, Department of Tourism and the Bureau of Immigration; and the "Rules and Regulations Implementing the Memorandum of Agreement by and among the Department of Tourism, Department of Foreign Affairs and the Bureau of Immigration on the Accreditation of Philippine Tour Operators Handling Tour Groups or Individuals from the People's Republic of China" dated 30 August 2001.

4. Requirements and Procedures..

4. Requirements and Procedures for the Issuance of Tour Group Visas – The requirements and procedures for the issuance of Tour Group Visas by Philippine Foreign Service Posts in the People's Republic of China and Hong Kong SAR shall be governed by the existing "*Agreed Guidelines in the Issuance of Entry Visas by Philippine Foreign Service Posts in the People's Republic of China*" which was signed in Beijing on 25 January 2002.
5. Visa Fee – The Visa fee for tour groups with at least twenty (20) members shall be US\$15.00 per member, while those tour groups with less than twenty (20) members shall be US\$25.00 per member.
6. Repealing Clause – Provisions of any Foreign Service Circular, Rules and Regulations inconsistent with any provision of this Circular are hereby repealed or amended accordingly.
7. Effectivity – This Circular shall take effect immediately.


FRANKLIN M. EBDALIN
Undersecretary of Foreign Affairs

Pasay City, APR 23 2004

TO ALL PHILIPPINE DIPLOMATIC
AND CONSULAR POSTS



REPUBLIC OF THE PHILIPPINES
FOREIGN SERVICE OF THE PHILIPPINES
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES, BEIJING

APPLICATION FOR NON-IMMIGRANT VISA TO THE PHILIPPINES
菲律宾非移民签证申请表

PHOTO/照片

FILL-IN BLANKS (TO BE ACCOMPLISHED IN ENGLISH) TYPE OR WRITE IN BLOCK LETTERS 请用英文印刷体填写表格, 手写或机打皆可。

Surname/ 姓 _____ First Name/ 名 _____

Place of Birth 出生地 _____ Date of Birth: (Month/Date/Year) 出生日期: (月/日/年) _____ Age/年龄 _____ Citizenship/国籍: _____ SEX 性别: ☐ Male 男 ☐ Female 女

Applicant's address/ 申请人地址: _____ Telephone No/ 电话 _____

Occupation/ 职业: _____ Office of Employment and Address: 工作单位及地址 _____ Telephone No/ 电话 _____

Father's Name/ 父亲名: _____ Mother's Name/ 母亲名 _____

Civil Status/ 婚姻状况: ☐ Single 未婚 ☐ Married 已婚 ☐ Widowed 寡妻 ☐ Separated 分居 ☐ Divorced/Annulled 离婚/解除婚姻关系

If married name of spouse/若已婚, 请注明配偶的姓名: _____ Citizenship/国籍: _____

Name and ages of Children, if any/ 如果有, 请陈述小孩的姓名及年龄: _____

Name and address of sponsor/reference in the Philippines: 菲律宾担保人/联系人的姓名及地址 _____ Telephone No/ 电话 _____

Passport/Travel Document no./护照/旅行证号码: _____ Date of Issue/ 签发日期: _____ Valid until/ 有效期至: _____ Issued by/ 签发地: _____

Port of Entry/ 入境口岸 _____ Length of Stay/ 停留多久: _____ Purpose of Entry/ 入境目的 _____

Name of traveling companion(for minor applicant) 未成年申请人之偕行人员的姓名 _____ Destination after the Philippines 离开菲律宾以后的目的地 _____

Have you ever been issued a Philippine visa? 你曾经申请过菲律宾签证吗? ☐ Yes/有 ☐ No/没有 If yes, 如有 _____

Latest visa no./上次签证的号码 _____ Type of visa/签证种类 _____ Issued on/签发日期 _____ Issued by/签发地 _____

Latest Entry Date 上次入境日期 _____ Latest Exit Date 上次离境日期 _____ Duration of last stay in the Philippines/上次在菲停留时间: _____

Documents submitted in support of application. 为此申请所提交的文件

- ☐ Valid passport/travel document 有效的护照/旅行证件 ☐ Chinese national ID 身份证 ☐ Affidavit of support & guarantee (for travel agency only) ☐ Household Registry 户口本 ☐ Air ticket 机票 ☐ Invitation letter 邀请函 ☐ Financial proof 财力证明 ☐ Others (specify) 其它 (请说明): _____

1. Were you ever refused any kind of Philippine visa before and denied admission into or deported from the Philippine? If yes, state circumstances 您是否曾经被拒签过任何一种菲律宾签证, 甚至被拒绝入境或被驱逐出境, 如有, 请说明: ☐ Yes 是 ☐ No 否

2. Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other legal action? 您是否曾经被逮捕或判过刑, 包括后来获得了宽恕、豁免或其他类似的法律裁决的情况? ☐ Yes 是 ☐ No 否, if yes, state circumstances 如有, 请说明: _____

3. Have you ever been afflicted with a communicable disease of public health significance, dangerous physical or mental disorder, or been a drug abuser or addict? 是否曾患有危害公共健康的传染性疾病, 或患过构成危险的体质病变或精神病, 是否曾滥用毒品或药品? 是否用毒成瘾? ☐ Yes 是 ☐ No 否

I understand that I may only enter the Philippines at the Port of Entry designated by the Philippine Immigration Authorities and under the condition imposed by those authorities. 我明白我只能在菲律宾移民局所指定的入境口岸入境以及在遵守移民局的规定下入境。

I solemnly swear that the foregoing statements are true to the best of my knowledge. 我在此声明以上内容属实。

Warning: (1) Drug trafficking is punishable under Philippine law.

(2) Tourists are not allowed to engage in any peddling activity.

Violators will be subject to deportation.

警告: (1) 毒品走私者将被依法惩处。(2) 游客禁止从事任何售卖活动, 违者将被驱逐出境。

APPLICANT'S SIGNATURE 申请人签名 _____

REMINDER:

提示:

- ALL APPLICANTS MUST COMPLY WITH THE REQUIREMENTS DEMANDED BY THE VISA OFFICER.
所有申请人必须遵从签证官员提出的要求。
- DECISION OF THE VISA OFFICER IS FINAL.
签证官的决定即为最终决定。
- RUDE, ARROGANT AND UNRULY BEHAVIOR IS A GROUND FOR DENIAL OF VISA APPLICATION.
粗鲁、傲慢或不羁之行为将直接导致被拒签。
- VISA IS NOT A RIGHT BUT A PRIVILEGE EXTENDED.
签证非即得之权利, 而为被赋予之特殊权利。

REMARKS: _____

Travel Agency (if applicable)

Consul of the Republic of the Philippines

THIS PORTION IS FOR USE OF PHILIPPINE GOVERNMENT OFFICIALS ONLY:	

VISA

REPUBLIC OF THE PHILIPPINES
REPUBLIKANG PILIPINAS

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VOID

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VISA

REPUBLIC OF THE PHILIPPINES
REPUBLIKANG PILIPINAS

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Kagawaran ng Agnangang Pailabas

Department of Foreign Affairs

MANILA

FOREIGN SERVICE CIRCULAR NO. 16-93

To implement the government's central foreign policy "Diplomacy for Development", the Department is embarking on Economic Diplomacy Program (EDP) with the following terms reference.

1. Economic Diplomacy shall be pursued by utilizing foreign service posts for economic and commercial representation with the agreement of the relevant economic departments
2. The following economic and commercial representation shall be undertaken in coordination and cooperation with the relevant economic departments.
 - Trade Promotion.
 - Trade Policy Representation.
 - Investment Promotion
 - Tourism Promotion
 - Representation on Official Development Assistance (ODA)
 - Representation on Debt
 - Sourcing other Economic Intelligence
3. A Committee on Economic Diplomacy to be composed of Department of Foreign Affairs and the relevant economic departments, at the cabinet and sub-cabinet level shall be created as the mechanism to provide guidance and mobilize support for the economic and commercial representation to be carried out by foreign service posts.
4. All foreign service posts shall formulate the priorities on economic diplomacy in consultation with the geographic offices of the Department which shall be approved by the Secretary in consultation with and agreement of the Committee on Economic Diplomacy.
5. An annual work program of specific economic activities based on the approved post priorities shall be formulated and implemented by all foreign service posts.

VERY URGENT

TO : All Foreign Service Posts
FR : HRMO
Cc : OA, OIER, OMWA, OEA, OAA, ASPAC, OMEAA
RE : Submission of Economic Diplomacy Work Plan and Accomplishment
Report of Philippine Honorary Consular Officers
DT : 18 November 2016
PG : 1 of 1
CN : CIR-2763-HRMO-2016

The Human Resource Management Office (HRMO) reminds all Foreign Service Posts exercising jurisdiction over Philippine honorary consular officers to comply with the submission of the following documents for the initial and renewal of appointments of Philippine honorary consular officers:

Initial Appointment

1. Economic Diplomacy Work Plan as mandated under FSC-145-2016 dated 11 August 2016; and

Renewal of Appointment

2. Accomplishment Report vis-a-vis the Economic Diplomacy Work Plan.

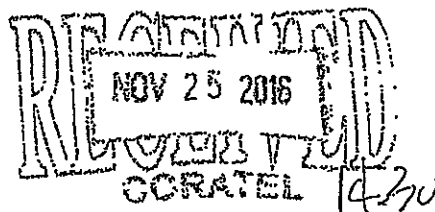
The Office of International Economic Relations (OIER), vets the appointment on the basis of the economic work plans and accomplishment reports of the honorary consular officers.

The initial or renewal of appointment of a Philippine honorary consular officer shall be considered only upon submission of the documents requested by OIER.

For strict compliance.


MARIA AILEEN H. BUGARIN
Assistant Secretary

HR-H-6434/2016





DEPARTMENT ORDER NO. 07-12

Institution of Turnover Reports by all Personnel of the Department

Revision of D.O. 02-97 (Accomplishment of the Turnover Report by Officers Assigned Abroad, Cross-Posted or Recalled Home as a Requirement before Departing or Assuming New Assignment); D.O. 37-97 (Accomplishment of Turnover Report by Officers Assigned Abroad, Cross Posted or Recalled to the Home Office); D.O. 02-91

Section 1. *Legal Basis and Justification*

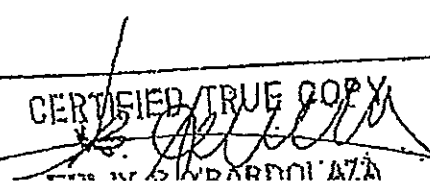
- A. Book V, Title I, subtitle A, Chapter 1, Sec.1 of Executive Order No. 292 or otherwise known as the Administrative Code of 1987, enjoins the government to adopt measures to promote morale, efficiency, and integrity in the Civil Service.
- B. Sec. 42, Chapter 7, Subtitle B, Book V, Title 1, of Executive Order No. 292 or the Administrative Code of 1987 requires that "all moneys and property officially received by a public officer in any capacity or upon any occasion must be accounted for as government funds and government property."
- C. Executive Order (EO) No. 605, (Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program Amending for the Purpose Administration Order No. 161, S. 2006) calls for adoption of measures that would promote stronger accountability; ethical, economical, efficient and effective operations; improved ability to address risks to achieve general control objectives; better systems of responding to the needs of citizens; and quality outputs and outcomes and effective governance.
- D. Republic Act No. 6713 or otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" espouses high ethical standards and a responsive, accountable and accessible public service.
- E. Section 1, Chapter 1, Subtitle B, Book V of the Administrative Code of 1987, provides that "[all] resources of the government shall be managed, expended or utilized in accordance with law and regulations and safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned."

CERTIFIED TRUE COPY
FELIX R. YBARDOLAZA
ACTING DIRECTOR
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS

- F. Executive Order No. 608, entitled, "Establishing a National Security Clearance System for Government Personnel with Access to Classified Matters and for Other Purposes," states that, "it is the duty and responsibility of all government departments, agencies and offices to implement security measures that will protect and ensure the integrity and sanctity of classified or sensitive materials or information they have access to or in their possession"
- G. Section 87 of the Foreign Service Act empowers the Secretary to issue such rules and regulations as may be necessary to implement the provisions of the Act as well as the provisions of acts, decrees, and orders which are not inconsistent with it;
- H. There is a need for the Foreign Service to take into account the frequent changes in personnel, ensure the continuity of service, preserve institutional memory and accomplishments with an institutionalized system of turnovers;

Section 2. Coverage

- A. All personnel of the Department occupying an officially designated position with the following status: assignment or transfer to Foreign Service Posts or Office, separation from the Service, resignation, retirement, job rotation or reassignment within the same Office or Post shall accomplish a turnover report upon departure from the position.
- B. All officers and employees of the Department in the Home Office, the Regional Consular Offices, Foreign Service Posts and all attached agencies, whether they are regular, permanent, temporary, substitute, contractual, trainee or casual employees are covered by this Order.
- C. This Order also covers duly appointed Special Envoys, Honorary Consuls, attached service personnel, locally-hired employees in the Philippine Foreign Service Posts, consultants, detailed or seconded personnel, under the disciplinary jurisdiction of the President or the Secretary of Foreign Affairs, healthcare provider staff, and other persons who are under job/service contract with the Department.
- D. All employees who are going on extended leaves, scholarships, secondment or volunteer work of a calendar month or more or as determined proper by the immediate supervising authority. The Order shall also include vacation, study or other leaves that consist of more than a month of absence. Further, personnel on prolonged suspensions due to disciplinary action are covered by this Order.
- E. Exceptions to this Order include those who are dropped from the rolls or have been separated from the Service due to sudden incapacity, death or illness or those who go on extended emergency leave due to sudden illness or death of immediate family members. In the absence of a turnover report, the supervising authority and/or subordinate will submit an alternative report outlining applicable sections of the turnover report.


 CERTIFIED TRUE COPY
 THE SECRETARY OF DEFENSE

Section 3. Elements of a Turnover Report

The preparation of a Turnover Report will include the following sections, as applicable:

- A. Organizational chart or outline of chain of command
- B. Description of Position's Mandate, Mission, Responsibilities, Duties and Functions
- C. Key outputs of the Position
- D. An inventory and location of labeled files (physical and electronic) and resources.
- E. Property, accountable forms and funds
- F. Contacts
- G. Ongoing, pending and upcoming projects, programs, cases and activities

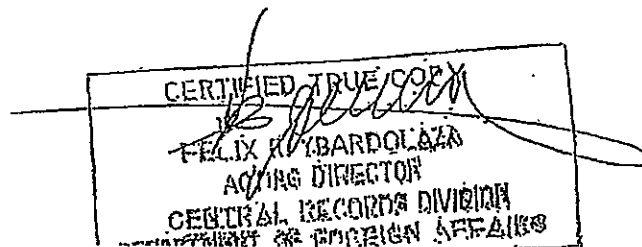
The following template shall be adopted for this section of the Turnover Report

Project/ Program/ Case/ Activity	Status (Ongoing, pending, upcoming)	Description	Desired Outcome	Milestones	Contacts

- H. Membership or positions held in any office, board, committee, technical working group or any other temporary organizational arrangement that involves the commitment of the personnel.
- I. Accomplishments and contributions in meeting the approved work plan of the Office
- J. Recommendations and Acknowledgements

Section 4. Implementation

- A. The Office of Personnel and Administrative Services (OPAS) and administrative officers will be tasked to monitor compliance with this Order. OPAS is also tasked to provide seminars on the proper submission of Turnover Reports.
- B. The turnover report procedures should form part of the orientation for incoming personnel and replacements and will primarily be the task of the Administrative Officer
- C. The departing personnel should, as much as practicable, be personally available to provide a transition period for the incoming personnel. Contact information of the departing personnel should be available for subsequent inquiries on the work of the position. The contact information should include postal address, email address, and contact number/s.

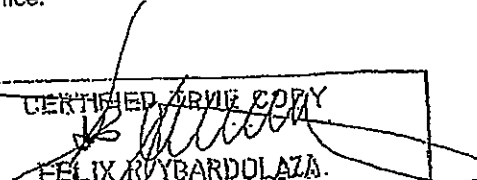


D. An outgoing Finance Officer may stay at the post up to a maximum of thirty (30) days from the date of arrival thereof of the incoming Finance Officer. An outgoing Property Officer, on the other hand, is authorized to stay up to fifteen (15) days from the time the incoming Property Officer arrives thereat. The following positions at a foreign service post shall be allowed to stay up to a maximum of ten (10) days from the date of arrival of the incoming replacement:

1. Deputy Chief of Mission
2. Minister, First Secretary and Consul
3. Second Secretary and Vice Consul
4. Third Secretary and Vice Consul
5. Secretary of the Head of Post
6. Administrative Officer
7. Economic Officer
8. Political Officer
9. Cultural Officer
10. Communications/Information Officer
11. Protocol Officer
12. Records Officer
13. Property Officer
14. Translator/Interpreter
15. Driver

The prescribed period for overlaps between incoming and outgoing officials may be in addition to the reglementary period of sixty (60) days prescribed for reassigned personnel. The grace period herein authorized, however, does not apply if the incoming accountable officer is already a member of the staff.

- E. Whenever possible, the incoming accountable officer should arrive at the post within the authorized period of sixty (60) days and before the outgoing accountable officer should depart for his new post of assignment.
- F. The supervising officer and/or Head of Office/Post shall ensure that all the prescribed elements of a turnover report are incorporated and that all information contained therein are sufficiently comprehensive to aid incoming personnel in assuming the roles and responsibilities of the office.
- G. Turnover reports are to be prepared and submitted prior to the arrival of the replacement, preferably a month prior to official movement from office or post or as deemed necessary.
- H. Upon assuming charge of a position, the incoming personnel shall request for the turnover report of the predecessor from the Administrative Officer.
- I. Turnover reports follow a uniform matrix format but this shall not preclude the option of submitting the document in a narrative format. An appropriate cover memo shall be included in the submission of a Turnover Report.
- J. Examination of turnover reports should form part of any performance audit undertaken by the Internal Audit Service (IAS)
- K. The submission of a turnover report shall be one of the requirements for the issuance of a clearance by the Head of Office/Post through the personnel's immediate supervisor, and with a copy furnished to the Administrative Officer of the Office.

CERTIFIED TRUE COPY

FELIX RUYBARDOLAZA.

- L. The turnover report shall form part of the 201 files of the departing personnel. Submission/non-submission of the turnover report shall form part of the review of the personnel's next tour of duty, Performance Appraisal Reports (PARs), and basis for promotions. OPAS-PMD shall note the compliance of personnel of this Order.

Section 5. Briefing Module

OPAS shall prepare a briefing module on the institution of Turnover Reports in the Department for implementation by Administrative Officers.

OPAS shall provide a briefing of the implementation of the Department Order upon request from incoming Administrative Officers.

Section 6. Review by PRAISE (Program on Awards and Incentives for Service Excellence) COMMITTEE

A certified true copy of the Turnover Report which shall also serve as an Accomplishment Report shall be forwarded to the PRAISE Committee for evaluation for possible qualification for any award, recognition or incentives.

Section 7. Funding.

The funding requirements in the institution of turnover reports shall be appropriated and incorporated in the General Appropriations Act.

Section 8. Administrative Liability

Any violation or non-compliance with this order shall be considered a serious offense and shall be punishable in accordance with civil service rules and regulations. The filing of an administrative case against any erring personnel or officer does not preclude the filing of any other appropriate criminal or civil case for the same violation/s. Complaints of non-compliance or failure to meet standards set by the supervising authority or the Department shall be filed with OPAS for appropriate action.

Section 9. Repealing Clause.

All Department Orders, circular and regulations, or parts thereof, which are inconsistent with any provisions of this Order are hereby repealed or amended accordingly.

Section 10. Effectivity

This order shall take effect fifteen (15) days from the date of its filing with the University of the Philippines Law Center.


ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs

Department of Foreign Affairs
Office of the Secretary



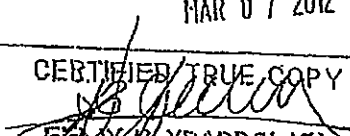
IC-OUA-0007317
BY:MLS

DR: 05-MAR-12
TR: 06:30 PM

Pasay City, January 2012

MAR 07 2012

CERTIFIED TRUE COPY


FELIX B. YBARIDO A7A



FOREIGN SERVICE CIRCULAR NO. 812-12

SUBJECT: AUTOMATIC RETENTION OF 50% OF INCOME COLLECTIONS BY
THE HONORARY CONSULATES

The 2012 General Appropriations Act, under the first item of the Special Provisions: *(Receipts and Income)* of Item XII *(Department of Foreign Affairs)*, Section 1, specifically provides that:

"...All income received by any office, agency, or entity, whether public or private, performing consular functions and activities, including fees and charges collected by foreign service posts...shall be duly recorded as income of the General Fund: ...PROVIDED, FURTHER, that a maximum of fifty percent (50%) of the income collected by honorary consulates may be retained to reimburse their administrative expenses: PROVIDED, FINALLY, that the total amount of the income retained and the subsequent allotments to be released for foreign service posts, which include honorary consulates, shall not exceed the appropriations authorized for the purpose."

In view of this provision and in order to establish a uniform and simplified scheme, the following procedure is hereby instituted:

1. The Honorary Consulates General and Consulates shall be required to report 100% of their income collections;
2. They shall be allowed to automatically retain 50% of such collections to reimburse their administrative expenses, subject to the submission of acknowledgment receipts or equivalent certifications; and,
3. They shall remit the remaining 50%.

For strict compliance.

ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs

Pasay City, 14 November 2012

TO ALL FOREIGN SERVICE POSTS

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FOREIGN SERVICE CIRCULAR NO. 107-2010

Subject: Submission by Honorary Consulates of Monthly Fiscal Reports

In the 2009 Annual Audit Report, the Office of the Supervising Auditor Commission on Audit (OFA COA), recommended that the Department reiterate the responsibility of Supervising Foreign Service Posts over Honorary Consulates to ensure that the Monthly Fiscal Reports of the Honorary Consulates are transmitted to the Department every 10th day of the succeeding month.

The Supervising Foreign Service Posts should also ensure that Monthly Fiscal Reports are complete, to include the required financial reports enumerated under Department Order No. 32-94 dated 18 July 1994 and Foreign Service Circular No. 122-93 dated 13 May 1993 and supported by pertinent documents under existing budgeting, accounting and auditing rules and regulations.

The Administrative Officers and/or Finance Officers of the Supervising Foreign Service Posts responsible for such Honorary Consulates shall review and examine the Monthly Fiscal Reports for completeness before forwarding them to the Department.

For strict compliance.


ALBERTO G. ROMULO
Secretary of Foreign Affairs

RECEIVED

20 OCT 2010

EMBASSY OF THE PHILIPPINES
MADRID, SPAIN

OCT 13 2010

FOREIGN SERVICE CIRCULAR No. 108-07

Subject: Collection of Fees for Actual Services


Section 1045 of Department Order No. 19A-95 (Regulations of the Department of Foreign Affairs), dated 28 April 1995, provides as follows.

"Fees are collected for actual services rendered. As long as such services are actually rendered, no refund shall be made even if the certificate or document or any matter applied for is not subsequently obtained."

All Posts are, therefore, reminded of the following:

1. Fees shall be collected for services actually rendered to the public abroad, which include, among other things, the issuance of certifications.
2. Fees to be collected shall be based on prescribed fees in the Revised Consolidated Schedule of Service Fees (Department Order No. 07-00, dated 8 May 2000, as amended, by Department Order No. 10-02, dated 5 April 2002; and Department Order No. 01-03, dated 20 January 2003).
3. The use of service number should be strictly implemented.
4. All other existing Regulations and Orders on the collection of fees shall remain in force.

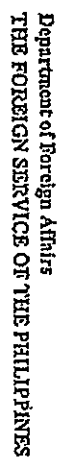
Please be guided accordingly.


FRANKLIN M. EBDALIN
Undersecretary for Administration

Pasay City, MAR 12 2004

TO ALL PHILIPPINE FOREIGN SERVICE ESTABLISHMENTS

MAR 12 2004



Name of Post

Name of Collecting Officer :
Sheet No.
Date :

Sheet No.
Date:

CASH RECEIPTS REGISTER

[illegible]

I hereby certify on my affidavit that the above is a true statement of all collections received by me during the period stated above, for which Official Receipts Nos. _____ to _____ inclusive, were actually issued by me in the amounts shown thereon. I also certify that I have not received money from whatever source pertaining to the _____, and I have not received any money from _____, having issued the necessary Official Receipts in acknowledgment thereof.

Received by sub-collections are recorded above in the stamp opposite their _____

Ca _____

Signature over Printed Name of the Accountable Officer

CERTIFICATION RECEIPT

PHILIPPINE HONORARY CONSULATE

 (Post)

The Philippine Honorary Consulate herewith certifies the receipt of the amount of

 Amount (Amount in words)

That is equivalent to 50% of all income collected by the Honorary Consulate from the
Philippine Embassy/Consulate . The amount is a reimbursement on
administrative expenses incurred during the period .

Signature over Printed Name of Honorary Consul

date

THE FOREIGN SERVICE OF THE PHILIPPINES

Post _____

Cumulative Reports of Income Collection

For the period _____

Particular	Total Work Units			Total Collection In US Dollar				
	This Month	Up To The End Of Preceding Month	Up To The End Of Month Covered By This Report	Local Currency	US Dollar	This Month	Up To The End Of Preceding Month	Up To The End Of Month Covered By This Report
SERVICE INCOME								
Visa Services-3 months								
Visa Services-6 months								
Visa Services-1 year								
Visa Services-resided nationals/others								
Notarials								
Acknowledgement, Jural, SPA, etc								
Certification								
Authentication Services								
Miscellaneous Services								
Overtime - Visa Services								
Other Service Income								
Total Service Income								
II. MISCELLANEOUS INCOME								
Interest Income								
Other Miscellaneous Income								
Total Miscellaneous Income								
TOTAL								

CERTIFIED CORRECT:

Honorary Consul

For the month of _____, 20____

Accountable Forms

[illegible]

CERTIFICATION

Page | 167

URGENT

To: All Posts
 Fr: OUA
 Cc: OFMS and HRMO
 Re: Timely Submission of Fiscal Reports and Remittance of 50% Income Collection of Honorary Consulates
 Dt: 30 September 2016
 Pg: 12 pages including this page
 Cn:

In line with the Department's effort to be more responsive to the COA's audit observations, all Honorary Consulates are reminded of the monthly submission of Fiscal Report, which shall contain the following:

- a) Transmittal letter to the Department through the Supervising Foreign Service Post (Annex A), indicating the full amount of income collections during the month;
- b) Proof of Remittance;
 - *To remit the gross amount of the 50% reported collection for the month;*
 - *Any bank charges in the remittance shall form part of the administrative cost covered by the automatic 50 percent retention from collections of the HCs;*
- c) Acknowledgement receipts or equivalent certifications (Annex B) for the 50% collections retained by the Consulates to cover their administrative expenses per Foreign Service Circular No. 212-12 dated 14 November 2012;
- d) Abstract of Receipts and Deposits (Annex C) supported by duplicate copies of DFA official receipts (FA Form No. 89) issued;
 - *In case of cancellation or defective receipts, both original and duplicate receipts shall be submitted;*
- e) Cumulative Report of Income Collections (Annex D);
- f) Monthly Report of Accountability on Accountable Forms (Annex E)
 1. for FA Form No. 89 – DFA Official Receipts and
 2. for VISA Stickers.

If there are no collections during the month, the following shall be submitted:

- a) Transmittal letter to the Department through the Supervising Foreign Service Post (Annex F)
- b) Certification of no collections (Annex G);
- c) Monthly Report of Accountability on Accountable Forms (Annex E)
 1. for FA Form No. 89 – DFA Official Receipts; and
 2. for VISA Stickers.

The Administrative Officers and/or Finance Officers of the Supervising Foreign Service Posts responsible for such Honorary Consulates shall review and examine the Monthly Fiscal Reports for completeness before forwarding them to the Department, per FSC No. 107-2010 dated 13 October 2010.


The Department wishes to reiterate the responsibility of the Supervising Foreign Service Posts over Honorary Consulates to ensure that the Monthly Fiscal Reports of the Honorary Consulates are transmitted to the Department every 10th day of the succeeding month.

and are the following related Foreign Service Circulars:

- FSC No. 212-12 dated 14 November 2012
- FSC No. 107-10 dated 13 October 2010
- FSC No. 108-04 dated 12 March 2004

For strict compliance.

For the Secretary of Foreign Affairs:


LINGLINGAY F. LACANLALE
Undersecretary

Encls.: as stated

ANNEX "A"

MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

Attention: The Assistant Secretary, Office of Fiscal Management

From : Signature over Printed Name of Honorary Consular Officer
Consul. a.h.

Subject : Fiscal Report for the month of _____

Date : _____

in compliance with the Department existing accounting and auditing rules and regulations, I have the honor to submit the fiscal report of the Philippine Honorary Consulate General, _____ for the month of _____.

- 1 Proof of Remittance
- 2 Acknowledgement Receipt/Certificate of Retention of 50% Income Collections
in the amount of Euros _____
- 3 Abstract of Receipts and Deposits (FA Form 89) with a total of Euros _____
Duplicate Copies of Official Receipts Issued
OR Nos. _____ to _____, inclusive
- 4 Cumulative Report of Income Collections/Statement of Monthly Collections
- 5 Monthly Report of Accountability - DFA Official Receipts
- 5 Monthly Report of Accountability - Visa Stickers

ANNEX "B"

CERTIFICATION

I hereby certify on my official oath that the income collections for the month of _____ amounted to € _____.

I also certify that I have received and utilized 50% of such collections equivalent to _____, for the administrative expenses incurred during the month/period stated.

Signature over Printed Name of Honorary Consular Officer

Post: Philippine Honorary Consulate

For the month/period

[illegible]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

CERTIFICATION[illegible]

Honorary Consul Officer

ANNEX "D"

THE FOREIGN SERVICE OF THE PHILIPPINES
POST: PHILIPPINE HONORARY CONSULATE
CUMULATIVE REPORT OF INCOME COLLECTIONS
AS OF _____

PARTICULARS	TOTAL WORK UNITS			ACTUAL CURRENCY RECEIVED THIS PERIOD		TOTAL COLLECTIONS IN U.S. DOLLARS		
	This Month	Up to End of Preceding Month	Up to End of Month Covered by this Report	U.S. Dollars	CURO	This Month	Up to End of Preceding Month	Up to End of Month Covered by this Report
SERVICE INCOME								
a. Passport Services								
a.1 Regular - (New/Renewal w-passport)	0	0	0					
a.2 Lost/Mutilated - (HRRP/RAAP)								
a.3 Lost/Mutilated - (w-passport)								
a.4 Amendment								
a.5 Travel Document								
b. Visa Services								
c. Notarial Services								
d. Authentication Services								
e. Miscellaneous Services								
Total Service Income	0	0	0					
Add: Expedite Processing Fee								
a. Visa								
b. Authentication								
c. Notarial and Miscellaneous Services								
Total Collections	0	0	0					

CERTIFIED CORRECT:

Signature over Printed Name of Philippine Honorary Consular Officer

General Form No. 100A

ACCOUNTABLE FORMS
MONTHLY REPORT OF ACCOUNTABILITY

Post

Name of the Issuing Consular Officer

Month/Period Covered

DEBITS	INCLUSIVE SERIAL NUMBERS (Def. Official Receipt) FA FORM NO. 89	General Form (In Number of Pieces)	INCLUSIVE SERIAL NUMBERS	General Form (In Number of Pieces)	INCLUSIVE SERIAL NUMBERS	General Form (In Number of Pieces)	INCLUSIVE SERIAL NUMBERS	General Form (In Number of Pieces)	INCLUSIVE SERIAL NUMBERS	General Form (In Number of Pieces)
1 Balance now on hand										
TOTAL	0		0		0		0		0	
CREDITS										
2 Listed to various creditors										
3 Balance now on hand										
TOTAL	0		0		0		0		0	

I certify that the foregoing is a true statement of all accountable forms, received, issued and transferred by me during the period stated above.

Signature over Printed Name of Philippine Consular Officer

ANNEX "F"

MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

Attention: The Assistant Secretary, Office of Fiscal Management

From : Signature over Printed Name of Honorary Consular Officer
Consul. a.h.

Subject : Fiscal Report for the month of _____

Date : _____

In compliance with the Department existing accounting and auditing rules and regulations, I have the honor to submit the fiscal report of the Philippine Honorary Consulate, _____ for the month of _____.

- Certification of No Collections during the month of _____
- Monthly Report of Accountability on Accountable Forms - FA Form No. 89 - Official Receipts
- Monthly Report of Accountability on Accountable Forms - FA Form No. 89 - Visa Stickers

ANNEX "G"

The Foreign Service of the Philippines
Post: Philippine Honorary Consulate, _____

CERTIFICATION

I hereby certify on my official oath that there are no collections
during the month of _____.

This certification is issued in lieu of the Monthly Abstract of
Receipts and Deposits (FA Form 38).

Signature over Printed Name of Honorary Consular Officer



DEPARTMENT ORDER No. 05-19

THE CREATION OF A CLIENT FEEDBACK PROGRAM IN ALL UNITS OF THE DEPARTMENT, INCLUDING THE HOME OFFICE, FOREIGN SERVICE POSTS, HONORARY CONSULATES/CONSULATES GENERAL, REGIONAL CONSULAR OFFICES AND SATELLITE CONSULAR OFFICES

Section 1. Legal Basis and Justification.

Pursuant to Section 10 of Republic Act No. 9485, otherwise known as the "Anti-Red Tape Act of 2007," requiring the establishment of feedback mechanism in all government agencies and incorporating results in the annual report, in consonance with Section 4 of the Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", adhering to the standard set in this provision to ensure the quality of public service rendered by the Department, and pursuant to Section 32, Chapter 9 of Executive Order No. 292 or also known as "Administrative Code of 1987" wherein "public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency, act with patriotism and justice, and lead modest lives", a Client Feedback Program for all the units of the Department, including the Home Office, Foreign Service Posts and Regional Consular Offices is hereby created.

Section 2. Objectives.

Every unit of the Department is required to implement the Client Feedback program in order to achieve the following:

- To recognize the efforts of all the employees of the Department, whether rank-or-file or officers, whether working in the Home Office, FSPs, or RCOs, who have promoted accountability and good governance through the exemplary performance of their respective duties and responsibilities in their places of assignment;
- To identify areas for improvement in the service rendered by the employees, as well as provide basis for assessment and evaluation of procedures of public service rendered; and
- To provide clients the means for ventilating feedback on the performance of the Department's personnel, especially the frontline services, pursuant to applicable laws and civil service rules and regulations.

Section 3. Formation of Technical Working Group and its Functions.

The TWG shall be composed of one or more qualified representatives from the following offices:

• Office of the Undersecretary for Administration;
2330 Roxas Blvd., Pasay City, 1300 Philippines • Tel. No. 834-4000 • www.dfa.gov.ph

- Office of the Undersecretary for Migrant Workers Affairs (OUMWA);
- Office of Consular Affairs (OCA);
- Office of Personnel and Administrative Services (OPAS); and
- Public Information Service Unit (PISU).

The Technical Working Group (TWG) will perform the following functions:

1. Study the following aspects of the program:
 - a. The coverage and limitations of the implementation of the program under relevant Philippine laws;
 - b. Budgetary allocation for the materials and equipment to be used in the implementation of the program, training of personnel, and awards in all forms;
 - c. Procedures for the implementation and review of the program;
 - d. Training of personnel and designation of accountable personnel in the implementation of said program; and
 - e. Other relevant and significant issues and matters related to the program.
2. Execute a periodic review of the implementation of the Client Feedback Program every six (6) months.

The TWG Secretariat shall be composed of officers and employees from OUA duly appointed by the Undersecretary for Administration. Aside from the abovementioned functions, the TWG Secretariat shall perform the following duties:

1. Monitor the compliance of all offices/units;
2. Evaluate the submitted monthly accomplishment reports for formulation of additional recommendations, if necessary; and
3. Other necessary administrative, coordinative, and substantive functions and duties relative thereto.

Section 4. Coverage of the Client Feedback Program.

All Home Office Units as well as all Foreign Service Posts (FSPs) and attached agencies, Regional Consular Offices (RCOs), Honorary Consulates/Consulates General, and Satellite Consular Offices shall be

covered by this Department Order, prioritizing offices/units with frontline services.

Section 5. **Definition of Terms.**

1. **Frontline Office** refers to an office which directly interacts with the general public in rendering public services like, but not limited to, Assistance to Nationals (ATN), passport application, document authentication and visa application.
2. **Administrative Office** refers to the offices in the Department responsible for the management of its personnel and the drafting and implementation of administrative tasks.
3. **Substantive Office** refers to the offices in the Department and attached agencies which are tasked to draft policies relating to Philippine foreign policy.
4. **Attached Agency** refers to agencies under FSPs carrying out substantive, as well as administrative and coordinative functions with other government agencies in the fulfillment of the mandates of the Department.
5. **Internal Clients** refer to the employees of the Department and its attached agencies who avail of the service provided by employees from Support to Operations (STO), General Administration and Support Services (GASS), and offices that are directly involved in the operations of the Department.
6. **External Clients** refer to the public who interacts and avails of the services rendered by the employees of the Department.
7. **Clients** refer to the taxpayers who avail of the services of the Department, whether frontline, substantive or administrative services, which may include Philippine government officials. This excludes non-clients such as foreign dignitaries, guests, visitors and partners of the Department or Government, but will still be accorded with the same standard of service.

Section 6. **Implementation of the Client Feedback Program.**

1. The Client Feedback Program is voluntary and the Department will leave it to individual units to phase in its implementation.
2. The Department will have the Client Feedback Form in electronic file and disseminate it to the Home Office Units, FSPs, and RCOs for production of hard copies. The cost of the production shall be shouldered by the respective units and shall be liquidated or reported under *Maintenance and Other Operating Expenses* (MOOE). The number of forms to be produced will be determined by getting the average number of clients

served per day by the respective units. In the event that the forms will run out, the units should have extra forms ready. Also; the client feedback form shall be available at the Post's website, which may also be accomplished online.

3. Every unit of the Department will be required to place two (2) client feedback boxes in a conspicuous public place in each office or unit, separating accomplished forms for the internal and external clients. The feedback forms will be placed next to these boxes. A description of each qualitative criterion and indicators shall be posted near the boxes to guide the raters/clients in accomplishing the forms. In special cases, case officers shall also have feedback forms on their respective desks/cubicles ready for distribution to their clients after rendering services. In all cases, feedback forms shall be distributed to the client at the end of services rendered.
4. For proper identification, DFA personnel assigned in frontline offices who interact with the general public shall be required to use nameplates, which shall only indicate the person's nickname for security and privacy.
5. The unit will assign the Administrative Officer (A.O.) to monitor the usage of the forms and the box, as well as the preparation of the monthly accomplishment report (the consolidated report of the accomplished client feedback forms).
6. The monthly accomplishment reports shall follow a narrative format with a brief executive summary at the beginning, including an appropriate cover memo for its submission. The monthly report shall include a bar and pie chart to visually show the tally/count from the accomplished forms. These charts, which shall include the total number of clients who submitted duly-accomplished feedback forms for that particular month and previous months or time period, shall be posted at the office for public viewing. These monthly reports shall be consolidated and included in the annual reports submitted by the offices. In relation to this, for frontline offices which render service to the general public, a visual presentation or flowchart of procedures (i.e. authentication of documents, visa application) shall be posted in conspicuous areas where external clients can refer to in order to gain knowledge of what transpires in the processing of their documents or applications.
7. The client feedback form for telephone calls, e-mails, and other correspondences shall be accomplished online through the Post's website. A description of each qualitative criterion and indicators shall be posted in these websites in order to guide the raters/clients accomplishing the form online. These shall also form part of the monthly accomplishment reports of the unit. Moreover, the personnel should explain to the client the importance of coursing the feedback through the form.

8. The monthly accomplishment reports will be assessed by the Executive Director / Consul General or Deputy Consul General of the office / unit / post, ensuring that all feedback obtained (survey forms, telephone calls, e-mails, and other correspondences) are included. Reports coming from FSPs and RCOs shall be coursed through OCA, who will conduct secondary evaluation of the monthly accomplishment report with the help of the TWG Secretariat. These reports will be subsequently forwarded to OUA by the unit heads of offices (for RCOs and FSPs, OCA shall forward such) with the corresponding recommendations.
9. Only exemplary and notable commendations/ praises/ accomplishments shall be recorded in the employee's 201 file.
10. Members of the TWG Secretariat from the Office of the Undersecretary for Administration (OUA) will be tasked to monitor compliance of this Order. The TWG Secretariat will also evaluate the monthly reports for additional formulation of recommendations for the appropriate course of action, if necessary. The TWG Secretariat shall furnish the Civil Service Commission a certified true copy of the compilation of accomplishment reports of all units on a monthly basis.
11. A certified true copy of the monthly accomplishment report of all units shall be submitted to the PRAISE (Programs on Awards and Incentives for Service Excellence) Committee for evaluation on the conferment of the **Most Improved Unit, Employee of the Month, Most Customer-Friendly Unit, Most Responsive Unit, Most Innovative Unit and Most Efficient Unit** awards. Such awards shall be given at the annual DFA day.
12. To further bolster the capabilities of the respective units to both monitor compliance with the implementation of the program and maintain the integrity of said program for offices with frontline services for external clients, closed circuit television cameras (CCTVs) will be installed in strategic locations around the premises of the unit, particularly in areas where frontline public services are being rendered. Budget for the purchase and installation of CCTV units should be submitted in the respective budget proposal of each Post under the classification of "Capital Outlay".

Section 7. **Date of Submission of the Client Feedback Forms.**

The monthly accomplishment report, which shall include a report on the efficiency of the service rendered by the submitting unit of the Department through the perspective of the clients served as reflected in the Client Feedback Forms, shall be submitted not later than the 5th day of the succeeding month.

The offices shall also not be required to transmit the actual accomplished forms. However, they should keep the scanned copy of the forms or the actual

s in their office for audit purpose. These files shall be kept for a maximum of (6) months at a time.

Section 8. Elements of the Client Feedback Form.

Sec. 10 of the R.A. 9485 states that, *"The Report Card Survey shall also be used to obtain information and/or estimates of hidden costs incurred by clients to access frontline services which may include, but is not limited to, bribes and payment to fixers."* In this regard, the Client Feedback Form which will be distributed by the units of the Department for the public's evaluation and assessment of services rendered will have the following elements:

1. Name of the client – the person evaluating and assessing the DFA personnel may or may not indicate their name on the feedback form for confidentiality purpose of the client;
2. Name of DFA personnel being praised or complained of – to accord to the specific DFA personnel the proper merits or praise, as well as negative comments and observations. This part shall also be optional;
3. E-mail address – in order to allow the office/employee to address the client's feedback;
4. Service availed of by the client – ample space will be provided for identification of service/s availed;
5. Time and Date – to indicate the period of service rendered, which would factor in the monthly or annual accomplishment evaluation of the Home Office unit, FSP, or RCO;
6. Nature of Observation – to indicate the evaluation and assessment by the client, both internal and external, of the services rendered, the working atmosphere in the Home Office unit, FSP, or RCO;

Quality of Service

- a. Courtesy – refers to the politeness exhibited and hospitality extended by the employee in all interactions made by the clients with any employees in the units, regardless whether they are on duty at the window or just merely being asked for directions by the client, as applicable;
- b. Promptness – refers to either the timely response of the official or employee in directing the client to the appropriate action officer or the efficient time management of the action officer regarding the client's concerns or in any other transaction which includes meeting deadlines;
- c. Knowledge/ Ability – refers to both the quality of the knowledge possessed by the official or employee which

addresses the questions or issues raised by the client, and to the suitability of the official employee to perform the duties and responsibilities of his/ her assigned job position/title.

All officials and employees are accountable in this aspect, as the quality of service can be gauged from the moment a client enters the premises of the unit, to the manner by which the client was accommodated.

Facilities

- a. Comfort – refers to the capacity of physical ease and well-being provided by the premises of the unit, from the accessibility of the unit, ease of directions around the unit as the clients go through procedures in the assigned areas, to the quality of the furniture (e.g. sofa), equipment (e.g. photocopying machine) and materials (e.g. ballpoint pens) which would assure comfort for the client as he/she goes through the procedures;
- b. Cleanliness – refers to the neatness of the area which contribute to the conduciveness for public service transactions and promote an atmosphere of cohesiveness in the flow of bureaucratic procedures, such as referrals to particular/ specific units and step-by-step processes, and;
- c. Sufficiency – refers to the adequacy of the quantity and the quality of the physical facilities necessary for transactions (e.g. application forms).

The property officer tasked with the maintenance of the cleanliness and integrity of the premises of the unit, as well as the upkeep of resources, materials and equipment necessary for the day-to-day functions of the unit, is accountable in this aspect.

7. Indicators – the scale to be used in order to rate the client services rendered and working atmosphere in the offices;
 - a. Excellent – if the service rendered by the official or employee is exemplary according to the standards of the evaluating client, and if such service extended beyond the call of duty, or covered an aspect of the service not directly related, but nonetheless relevant, to the service which was requested;
 - b. Satisfactory – if the client is merely satisfied with the performance of the official or employee, and adjudges such service as “ministerial” and without any added value; this means that the evaluating client expected everything which transpired during the transaction;

- c. Neutral – if the client deem the elements being rated as irrelevant to the service availed or just merely disinterested;
 - d. Unsatisfactory – if the client is not satisfied with the manner by which the requested service was rendered, or with the emotions which the official or employee exhibited during the transaction, and adjudged the transaction as below par of the standards of government public service; and
 - e. Poor – if the client experienced difficulty and exasperation as he/she goes through the necessary bureaucratic procedures in attaining the purpose of the transaction; this difficulty and the level thereof may be found or gauged for whatever reason, procedural or attitudinal;
8. Inputs, comments and suggestions for better service.
 9. Non-Disclosure Statement - for the survey forms utmost confidentiality, the statement shall be included in the standard survey form *"the contents shall be kept confidential and shall be for internal use/ evaluation only"*.

Section 9. Requisites of a Valid Accomplished Feedback Form

order to consider an accomplished feedback form valid, the following requisites should be satisfied/ present:

1. The elements "date and time of service requested" and "service availed of by the client" should be properly filled out in order to validate feedback with the CCTV footages for notable praises or compelling complaints;
2. Four out of six criteria to be evaluated should be rated by the client. In the absence of a rating for any criterion, it shall automatically be given a "Neutral" rating;
3. Illegible penmanship in the "Other Comments/Suggestions" shall not be entertained. Other comments written in the feedback forms with illegible penmanship shall not be included in the monthly accomplishment report.

Section 10. Elements of a Monthly Accomplishment Report.

Two (2) Monthly Accomplishment Reports shall be prepared in order to distinguish the evaluation of the two (2) types of clients, the internal and external clients, served by the office. The following elements should be present in the submitted monthly accomplishment report.

1. Executive Summary – this shall provide the reader an overview of the feedback received for that particular month. The average rating of the Post should be indicated;

2. Summary of Rating – this shall be presented in three (3) parts:
 - a. Matrix – this shall be in tabulated form;
 - b. Pie Chart – ratings for a particular criterion shall be plotted to give the reader an idea of the proportions of ratings for a given criterion; and
 - c. Bar Chart – ratings obtained in different period shall be plotted to give the reader a visual representation of the variation in different periods.
3. Other Comments - feedback written in the space provided in the form shall be written in a tabulated form with the corresponding "Remarks / Action Taken" by the Post or Office; and
4. Recommendations – these are action plans formulated upon reviewing feedback received for that particular month.

Section 11. Objectives of the Conferment of the Most Improved Unit, Employee of the Month, Most Customer-Friendly Unit, Most Responsive Unit, Most Innovative Unit and Most Efficient Unit Awards.

1. To encourage offices to actively implement the client feedback program;
2. To recognize the efforts of the dedicated public servants serving in the Department who have exemplified the Department's value of professionalism, integrity and energized bureaucracy; and
3. To identify the unit of the Department which possesses the best practices of the procedures done in pursuit of the Department's mandate through the perception of the public in their comments, inputs, and suggestions on such.

Section 12. Definition of Various Awards Given.

The established best practices, which would be decided by the TWG, for each frontline public service rendered will serve as the baseline for evaluation of all units.

1. Most Improved Unit – Given to the unit that exhibited significant improvement in their service to the clients compared to the unit's performance during the previous month. This shall be determined by obtaining 25% more positive feedback (computation of "excellent" and "satisfactory" indicators and the gravity of each praise/commendation given by the client) on a monthly basis for the period.
2. Employee of the Month – Given to employees who received a significant number of positive feedback, based on the accomplished forms and other forms of obtaining feedback from client. This shall be determined through comparative ranking of employees across posts/units wherein

90% of positive feedback obtained from the survey should be "excellent" and no negative feedback shall be received.

3. **Most Customer-Friendly Unit** – Given to the unit which garnered a significant number of votes, in the submitted accomplished feedback forms, pertaining to the friendliness of the staff members of the unit. This shall be determined by obtaining 95% of positive feedback obtained from the survey should be excellent for the "Courtesy" criteria, under *Quality of Service*, and no negative feedback shall be received.
4. **Most Responsive Unit** – Given to the unit that has implemented a significant number of recommendations given by clients and the TWG Secretariat based on previous month's performance. This shall be determined by evaluating previous monthly accomplishment reports (including the recommendations) and assess the improvement of service based on the succeeding monthly accomplishment reports. The unit should have at least applied 90% of the recommendations formulated by both head of offices/posts and the TWG Secretariat.
5. **Most Innovative Unit** – Given to the unit that made a significant number of improvements on standard procedures and submitted a good number of acceptable quality recommendations that resulted to upgraded efficiency and better service. This shall be determined by obtaining 30% more positive feedback, every month, after the first month of implementation.
6. **Most Efficient Unit** – Given to the unit that has exceeded positive performance beyond what was set by the Department (Best Practices). This shall be determined by obtaining 90% of positive feedback should be "excellent" for all criteria and no negative feedback shall be received.

All of the abovementioned awards, except the **Employee of the Month Award**, shall be given annually, on the occasion of the celebration of the DFA Day. Conferment of each award shall not be limited to one (1) unit or post, as long as they satisfy all of the requirements. There would be no monetary incentive attached to the said awards, but such positive evaluations will form part of an employee's 201 file to form basis for possible promotion. Conferment of awards shall be up to the PRAISE Committee's evaluation and decision.

Section 13. Repository of the Client Feedback Form, Monthly Accomplishment Report and CCTV Footages.

Upon the processing of the Client Feedback Form for appropriate action, such as inclusion in the personnel's 201 file for evaluation and promotion in the next scheduled meeting of the Board of Foreign Service Administration (BFSa) or the Promotion Selection Board of the Department, the OUA shall serve as the repository of the compilation of monthly accomplishment reports. The respective units/offices/posts shall serve as the temporary repository of accomplished forms with a maximum retention period of six (6) months. CCTV footages shall not have a maximum retention period.

tion 14. **Periodic Review Mechanism of the Client Feedback Program.**

A periodic review of the efficacy of the program shall be conducted every six (6) months by the Technical Working Group (TWG) to determine areas for improvement and to measure the efficiency and adequacy of the program.

Issues and concerns encountered by Home Office Units/FSPs/RCOs in the implementation of the program shall be reported to the Department by including the summary of the issues and concerns in the covering memorandum of the monthly accomplishment reports.

The TWG Secretariat shall consolidate all issues and concerns submitted by the offices in order to be included in the agenda for the periodic TWG meeting.

The consolidated summary of issues and concerns prepared by the Secretariat shall serve as the agenda of the TWG meeting. Any decisions resulting from the meeting shall be amended in the Department Order accordingly.

Section 15. **Administrative Liability.**

Any violation or non-compliance with this Order shall be considered as *less grave offense* and shall be punishable in accordance with Civil Service rules and regulations.

Section 16. **Repealing Clause.**

All other Department issuances or parts thereof inconsistent with the provisions of this Order are hereby repealed or amended accordingly.

Section 17. **Effectivity.**

This Order shall take effect fifteen (15) days from the date of its filing with the Office of the National Administrative Register (ONAR) of the UP Law Center.

For compliance.

Pasay City. MAY 08 2013


ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs

Y URGENT

To : ALL FOREIGN SERVICE POSTS
Fr : HRMO
Cc : OUA, OUCSCC
Re : Implementation of Client Feedback Program
Dt : MAY 18 2018
Cn :

CIR - 1300 - HRMO - 2018

HRMO requests all Foreign Service Posts (FSPs) to create a client feedback form for the use of Philippine honorary consular officers under their jurisdiction, in compliance with Department Order No. 05-13 dated 08 May 2013 (*The Creation of a Client Feedback Program in all Units of the Department, including the Home Office, Foreign Service Posts, Honorary Consulates/Consulates General, Regional Consular Offices and Satellite Consular Offices*).

The utilization of the client feedback form will help ensure accountability and improve the delivery of public service by the office of the honorary consular officers.



EZZEDIN H. TAGO
Acting Assistant Secretary

Attachment: As stated.

HR-H- 6378 /2018

COAT OF ARMS OF THE REPUBLIC OF THE PHILIPPINES

When reproducing the coat of arms, it must be set within an isolated zone of free space (*figure 8*), that is white or light background for the colored and single-color version, and black or dark-color background for the reverse-white version (*figure 9 and 10*). No graphic elements, titles, text, background color changes or other design elements may occur in this protected space. This area of isolation is equal to 1/4 the width of the coat of arms extending out on all four sides.

RATIO = 87%

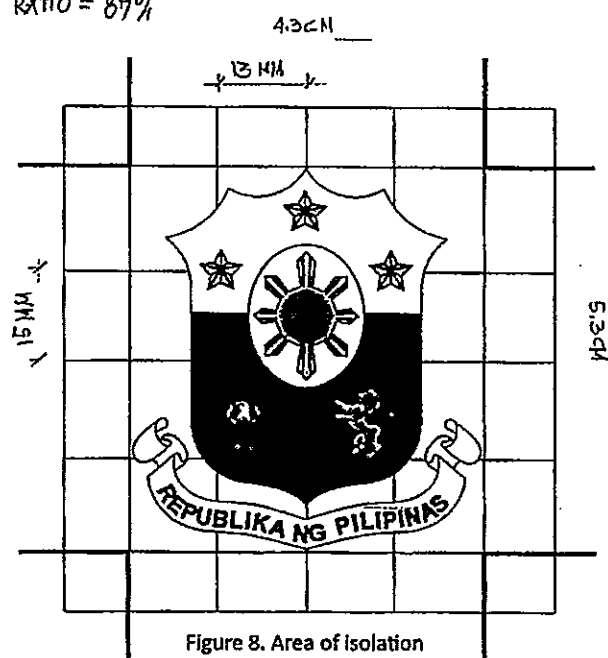


Figure 8. Area of isolation

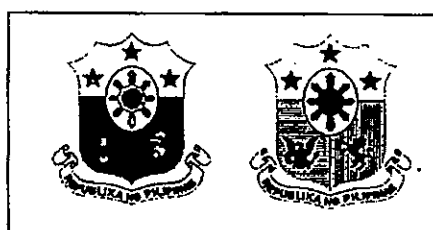


Figure 9. The seal on a white background

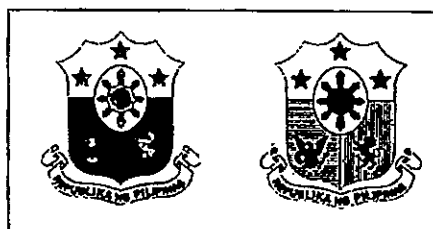


Figure 10. The seal on a light-colored background

Furthermore, the coat of arms must not be rotated or reproduced as a stretched image.

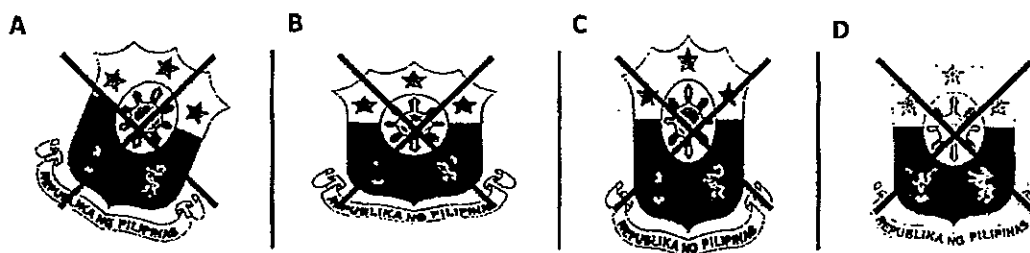


Figure 11. The coat of arms should not be: A) tilted; B) stretched horizontally; C) stretched vertically; and D) printed with a lighter or different color

COAT OF ARMS OF THE REPUBLIC OF THE PHILIPPINES

For the purpose of standardization, the coat of arms in its colored version shall subscribe to the technical color specifications of the Philippine flag as specified in RA No. 8491, Chapter 1, Section 28:

"The technical specifications shall be as follows: The blue color shall bear Cable No. 80173; the white color, Cable No. 80001; the red color, Cable No. 80108; and the golden yellow, Cable No. 80068."

When using the full-colored coat of arms (*figure 6*), it must be reproduced on a white or light-color background. When reproducing the coat of arms in dark-color background (*figure 7*), the single-color, reverse white version must be used.







Figure 6. Full color rendering.



Figure 7. Single-color rendering.

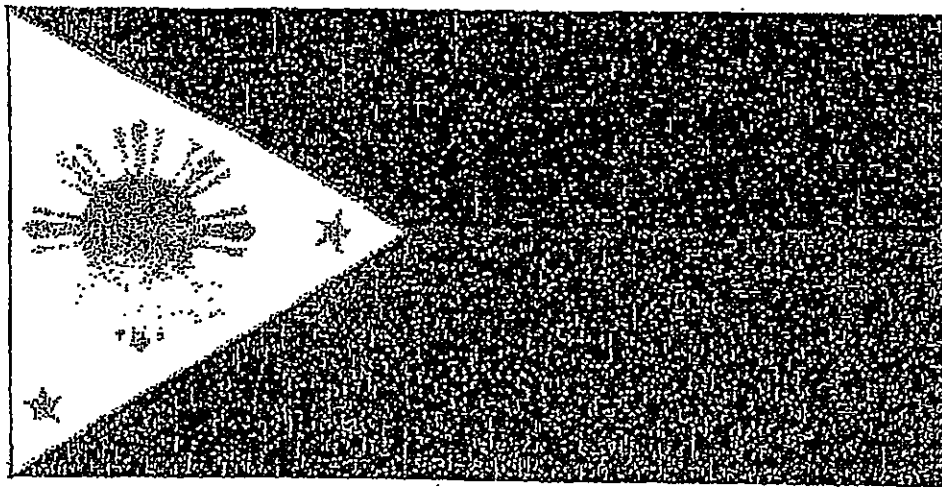
The colors must be applied as follows:

Color	Cable No.	Pantone	CMYK(Print)	RGB(Web)	
BLUE	80173	288 C	C100-M80-Y6-K32	0-45-114	
RED	80108	186 C	C2-M100-Y85-K6	200-16-46	
YELLOW	80068	123 C	C0-M19-Y89-K0	255-199-44	
WHITE	80001	N.A.	N.A.	255-255-255	

RESIDENTIAL COMMUNICATIONS DEVELOPMENT AND STRATEGIC PLANNING OFFICE



THE PHILIPPINE FLAG



Flag Description: two equal horizontal bands of blue (top) and red with a white equilateral triangle based on the hoist side; in the center of the triangle is a yellow sun with eight primary rays (each containing three individual rays) and in each corner of the triangle is a small yellow five-pointed star.

*RULES FOR THE USE AND HONORING OF THE NATIONAL FLAG
(EXECUTIVE ORDER No. 321 DATED JUNE 12, 1950)*

The National Flag shall be displayed in all public office buildings, official residences, public squares, and institutions of learning every day throughout the year, and shall be raised at sunrise and lowered at sundown. It should be on the mast at the break of day, should remain flying throughout the day but shall not stay flying after the sun has actually set, except when specially prescribed. The flagstaff must be straight, slightly and gently tapering at the end.

The Flag should never be used to return the salute of any individual or organization. It should never be dipped by way of compliment or salute to or for any person, except when used for exchanging courtesy as an official act between States.

The only flag that may float above the National Flag is a church pennant to symbolize "God above Country."

The Flag, if flown from a flagpole, should have its blue field on top in time of peace and the red field on top in time of war; if in a hanging position, the blue field should be to the right (left of the observer) in time of peace, and the red field to the right (left of observer) in time of war.

In hoisting the Flag, it should be raised clear to the top-end of the flagpole which, if planted on the ground, should be a prominent place and higher than the roof of the principal building in the compound, or of such height as would give the flag a commanding position within the compound. If the pole is attached to a building, it should be on top of its roof, and if placed at a window, it must project to an angle pointing upward.

When the National Flag is used together with the flag of the Armed Forces or of a civil organization or with that of another nation, it must always be above or on the right of the other flag. When the National Flag is displayed in a parade with those of foreign nations, it shall always be in front of the center of the line of the other flags.

When the flag is passing in a parade or in review, the people, if walking should halt, stand at attention, uncover and salute, if sitting they should stand at attention, uncover and salute.

The Flag shall be displayed on Independence Day (June twelfth), on National Heroes Day (November thirtieth), Rizal Day (December thirtieth) of each year, and on such other historic or special occasions as the President may designate, not only in all office public buildings, official residences, public squares, and institutions of learning, but whenever practicable, also in all private buildings and homes, from sunrise to sunset.

On national holidays of his country and other historic or special occasions, any alien whose country is at peace with the Philippines may display the flag of his nation on any building or property owned or rented by him without simultaneously displaying the Flag of the Philippines. However, if the alien is located in a building or other property owned or rented by the Philippine Government, the flag of the Philippines shall always be displayed when that of his own country is displayed. When so displayed, the flag of the alien's country should at least be of the same size as the Flag of the Philippines which shall be placed on the right of the former (left of the observer facing the flag).

When lowering the Flag, no part thereof should touch the ground. It should be handled and folded reverently. While the Flag is being raised or lowered, and while the National Anthem is being played the people should face the flag, stand at attention, uncover, and salute. Moving vehicles should stop, the passenger should alight, stand at attention, uncover, and salute.

The Flag may be hoisted at half-mast in sign of mourning. To display the Flag at half-mast, it must first be hoisted to full-mast, allowing it to fly there for a moment before bringing it to half-mast. From this position it may be raised but not lowered. To lower the Flag at sunset or at any other time when ordered, it must be hoisted to full-mast before bringing it down.

The Flag shall never be festooned, and shall always hang with nothing to cover its surface. It shall always occupy the highest place of honor and shall not be placed under any picture, or below a person.

The Flag shall never be used as a staff or whip, or covering for tables, or curtain for doorways. However, the Flag may be used by the Armed Forces to cover the casket of their honored dead, which includes deceased civilians who had rendered services in the Army, Navy, or civil office of great responsibility. The white triangle of the sun and stars will cover the head end of the casket. The Flag should not be lowered to the grave or allowed to touch the ground. Wreaths of flowers should not be placed on top of a flag-shrouded casket. A small cross of flowers may be placed over the Flag as a symbol of "God above Country."

No imprint shall be made on the flag nor shall it be marred by advertisement, or in any manner desecrated. It shall not be worn as a whole or part of a costume. It shall not be used as a pennant in the hood or in any part of motor vehicle except in celebration of the Independence Day (12 June), or on such other patriotic occasions as the President may designate.

It is inappropriate to use the Flag in a dancing pavilion or in any place where hilarity is prevailing. Its use inside or outside a cockpit, club or other places where gambling or other vices are held is prohibited.

When the Flag is used in unveiling a statue or monument, it should not be allowed to fall to the ground but should be carried aloft to wave out, forming a distinctive feature of the ceremony. The Flag shall never be used as a covering for the statue.

A national Flag worn out through wear and tear, should not be thrown on a garbage heap or used as a rug. It should be reverently burned to avoid misuse or desecration thereof.

**Republic of the Philippines
Congress of the Philippines
Metro Manila**

Tenth Congress

Republic Act No. 8491

February 12, 1998

**AN ACT PRESCRIBING THE CODE OF THE NATIONAL FLAG, ANTHEM,
MOTTO, COAT-OF-ARMS AND OTHER HERALDIC ITEMS AND DEVICES OF
THE PHILIPPINES**

*Be it enacted by the Senate and House of Representatives of the Philippines in
Congress assembled:*

Section 1. *Short title.* – This Act shall be known as the ***"Flag and Heraldic Code of the Philippines."***

Section 2. *Declaration of policy.* – Reverence and respect shall at all times be accorded the flag, the anthem, and other national symbols which embody the national ideals and traditions and which express the principles of sovereignty and national solidarity. The heraldic items and devices shall seek to manifest the national virtues and to inculcate in the minds and hearts of our people a just pride in their native land, fitting respect and affection for the national flag and anthem, and the proper use of the national motto, coat-of-arms and other heraldic items and devices.

Section 3. *Definition of terms.* – Whenever used in this Act, the term:

- a) ***"Military"*** shall mean all branches of the Armed Forces of the Philippines including the Philippine National Police, the Bureau of Jail Management and Penology, and the Bureau of Fire Protection;
- b) ***"Festoon"*** shall mean to hang in a curved shape between two points as a decoration;
- c) ***"Flag"*** shall mean the Philippine National Flag, unless stated otherwise
- d) ***"Fly"*** shall mean the part of the flag outside the hoist or length;
- e) ***"Symbol"*** shall mean any conventional sign which reveals man's achievement and heroism (for orders and decorations), identification, authority and a sign of dignity (for coat-of-arms, logo and insignia);
- f) ***"Half-Mast"*** shall mean lowering the flag to one-half the distance between the top and bottom of the staff;
- g) ***"Hoist"*** shall mean the part of the flag nearest the staff or the canvass to which the halyard is attached;

- h) "*Inclement Weather*" shall mean that a typhoon signal is raised in the locality;
- i) "*National Anthem*" shall mean the Philippine National Anthem;
- j) "*Official Residences*" shall mean Malacañang, and other government-owned structures where the President resides, and other structures occupied by the Philippine Consulate or Embassies abroad;
- k) "*Places of Frivolity*" shall mean places of hilarity marked by or providing boisterous merriment or recreation; and
- l) "*Institute*" shall mean the National Historical Institute.

CHAPTER I THE NATIONAL FLAG

A. Design of the National Flag

Section 4. The flag of the Philippines shall be blue, white and red with an eight-rayed golden-yellow sun and three five-pointed stars, as consecrated and honored by the people.

B. Hoisting and Display of the National Flag

Section 5. The flag shall be displayed in all public buildings, official residences, public plazas, and institutions of learning every day throughout the year.

Section 6. The flag shall be permanently hoisted, day and night throughout the year, in front of the following: at Malacañang Palace; the Congress of the Philippines building; Supreme Court building; the Rizal Monument in Luneta, Manila; Aguinaldo Shrine in Kawit, Cavite; Barasoain Shrine in Malolos, Bulacan; the Tomb of the Unknown Soldier, Libingan ng mga Bayani; Musoleo de los Beteranos dela Revolucion; all International Ports of Entry and all other places as may be designated by the Institute.

The flag shall be properly illuminated at night.

Section 7. The flag shall also be displayed in private buildings and residences or raised in the open on flag-staffs in front of said buildings every April 9 (Araw ng Kagitingan); May 1 (Labor Day); May 28 (National Flag Day) to June 12 (Independence Day); last Sunday of August (National Heroes Day); November 30 (Bonifacio Day); and December 30 (Rizal Day); and on such other days as may be declared by the President and/or local chief executives.

The flag may also be displayed throughout the year in private buildings or offices or raised in the open on flag-staffs in front of private buildings: Provided, That they observe flag-raising ceremonies in accordance with the rules and regulations to be issued by the Office of the President.

Section 8. All government agencies and instrumentalities, and local government offices, government-owned corporations and local government units are enjoined to observe flag day with appropriate ceremonies. Socio-civic groups, non-government organizations and the private sector are exhorted to cooperate in making the celebrations a success.

Section 9. The flag shall be flown on merchant ships of Philippine registry of more than one thousand (1000) gross tons and on all naval vessels.

On board naval vessels, the flag shall be displayed on the flag-staff at the stern when the ship is at anchor. The flag shall be hoisted to the gaff at the aftermast when the ship is at sea.

Section 10. The flag, if flown from a flagpole, shall have its blue field on top in time of peace and the red field on top in time of war; if in a hanging position, the blue field shall be to the right (left of the observer) in time of peace, and the red field to the right (left of the observer) in time of war.

The flagpole staff must be straight and slightly tapering at the top.

Section 11. If planted on the ground, the flagpole shall be at a prominent place and shall be of such height as would give the flag commanding position in relation to the buildings in the vicinity.

If attached to a building, the flagpole shall be on top of its roof or anchored on a sill projecting at an angle upward.

If on a stage or platform or government office, the flag shall be at the left (facing the stage) or the left of the office upon entering.

Section 12. When the Philippine flag is flown with another flag, the flags, if both are national flags, must be flown on separate staffs of the same height and shall be of equal size. The Philippine flag shall be hoisted first and lowered last.

If the other flag is not a national flag, it may be flown in the same lineyard as the Philippine flag but below the latter and it cannot be of greater size than the Philippine flag.

Section 13. When displayed with another flag, the Philippine flag shall be on the right of the other flag. If there is a line of other flags, the Philippine flag shall be in the middle of the line.

When carried in a parade with flags which are not national flags, the Philippine flag shall be in front of the center of the line.

Section 14. A flag worn out through wear and tear, shall not be thrown away. It shall be solemnly burned to avoid misuse or desecration. The flag shall be replaced immediately when it begins to show signs of wear and tear.

Section 15. The flag shall be raised at sunrise and lowered at sunset. It shall be on the mast at the start of official office hours, shall remain flying throughout the day.

Section 16. The flag may be displayed:

- a) Inside or outside a building or on stationary flagpoles. If the flag is displayed indoors on a flagpole, it shall be placed at the left of the observer as one enters the room;
- b) From the top of a flagpole, which shall be at a prominent place or a commanding position in relation to the surrounding buildings;
- c) From a staff projecting upward from the window sill, canopy, balcony or facade of a building;

d) In a suspended position from a rope extending from a building to pole erected away from the building;

e) Flat against the wall vertically with the sun and stars on top; and

f) Hanging in a vertical position across a street, with the blue field pointing east, if the road is heading south or north, or pointing north if the road is heading east or west.

The flag shall not be raised when the weather is inclement. If already raised, the flag shall not be lowered.

Section 17. The flag shall be hoisted to the top briskly and lowered ceremoniously.

The flag shall never touch anything beneath it, such as the ground, flood, water or other objects.

After being lowered, the flag shall be handled and folded solemnly as part of the ceremony.

C. Conduct of Flag Raising Ceremony

Section 18. All government offices and educational institutions shall henceforth observe the flag-raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon. The ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem.

Section 19. The Office of the President upon the recommendation of the Institute shall issue rules and regulations for the proper conduct of the flag ceremony.

Section 20. The observance of the flag ceremony in official or civic gatherings shall be simple and dignified and shall include the playing or singing of the anthem in its original Filipino lyrics and march tempo.

Section 21. During the flag-raising ceremony, the assembly shall stand in formation facing the flag. At the moment the first note of the anthem is heard, everyone in the premises shall come to attention; moving vehicles shall stop. All persons present shall place their right palms over their chests, those with hats shall uncover; while those in military, scouting, security guard, and citizens military training uniforms shall give the salute prescribed by their regulations, which salute shall be completed upon the last note of the anthem.

The assembly shall sing the Philippine national anthem, accompanied by a band, if available, and at the first note, the flag shall be raised briskly.

The same procedure shall be observed when the flag is passing in review or in parade.

Section 22. During the flag lowering, the flag shall be lowered solemnly and slowly so that the flag shall be down the mast at the sound of the last note of the anthem. Those in the assembly shall observe the same deportment or shall observe the same behavior as for the flag-raising ceremony.

D. Half-Mast

Section 23. The flag shall be flown at half-mast as a sign of mourning on all the buildings and places where it is displayed, as provided for in this Act, on the day of official announcement of the death of any of the following officials:

- a) The President or a former President, for ten (10) days;
- b) The Vice-President, the Chief Justice, the President of the Senate and the Speaker of the House of Representatives, for seven (7) days; and
- c) Other persons to be determined by the Institute, for any period less than seven (7) days.

The flag shall be flown at half-mast on all the buildings and places where the decedent was holding office, on the day of death until the day of interment of an incumbent member of the Supreme Court, the Cabinet, the Senate or the House of Representatives, and such other persons as may be determined by the Institute.

The flag when flown at half-mast shall be first hoisted to the peak for a moment then lowered to the half-mast position. The flag shall again be raised to the peak before it is lowered for the day.

E. Casket

Section 24. The flag may be used to cover the caskets of the honored dead of the military, veterans of previous wars, national artists, and of civilians who have rendered distinguished service to the nation, as may be determined by the local government unit concerned. In such cases, the flag shall be placed such that the white triangle shall be at the head and the blue portion shall cover the right side of the caskets. The flag shall not be lowered to the grave or allowed to touch the ground, but shall be folded solemnly and handed over to the heirs of the deceased.

F. Pledge to the Flag

Section 25. The following shall be the Pledge of Allegiance to the Philippine flag:

*Ako ay Pilipino
Buong katapatang nanunumpa
Sa watawat ng Pilipinas
At sa bansang kanyang sinasagisag
Na may dangal, katarungan at kalayaan
Na pinakikilos ng sambayanang
Maka-Diyos
Maka-tao
Makakalikasan at
Makabansa.*

Such pledge shall be recited while standing with the right hand with palm open raised shoulder high. Individuals whose faith or religious beliefs prohibit them from making such pledge must nonetheless show full respect when the pledge is being rendered by standing at attention.

G. Flag Days

Section 26. The period from May 28 to June 12 of each year is declared as Flag Days, during which period all offices, agencies and instrumentalities of government, business establishments, institutions of learning and private homes are enjoined to display the flag.

H. Specifications of the National Flag

Section 27. The flag shall have the following proportions. The width of the flag, 1; the length of the flag, 2; and the sides of the white triangle, 1.

Section 28. The technical specifications shall be as follows:

The blue color shall bear Cable No. 80173; the white color, Cable No. 80001; the red color, Cable No. 80108; and the golden yellow, Cable No. 80068.

Section 29. In order to establish uniform criteria in the making of our national flag and to guarantee its durability by the use of quality materials, the following standards and procedures shall be observed:

- a) All requisitions for the purchase of the Philippine National Flag must be based on strict compliance with the design, color, craftsmanship and material requirements of the Government;
- b) All submitted samples of flags by accredited suppliers offered for purchase for government use shall be evaluated as to design, color and craftsmanship specifications by the Institute, through its Heraldry and Display Sec., which shall stamp its approval or disapproval on the canvass reinforcement of the flag sample submitted. The samples shall be sent to the Institute by the requisitioning office, not by the flag supplier; and
- c) The Industrial Technology Development Institute (ITDI) or the Philippine Textile Research Institute (PTRI) of the Department of Science and Technology (DOST) shall evaluate the quality of material of all flag samples and certify whether the fabric for the blue, white, red and golden yellow colors, including the canvas submitted, conforms to government requirement as to quality of the material. The samples shall be sent annually to the ITDI/PTRI by the manufacturer. The laboratory test results shall be submitted by the said office to the Institute.

Section 30. All deliveries of the flags requisitioned by the government shall be inspected by the requisitioning agency's internal inspector and by the Commission on Audit (COA) using the flag stamped approved by the Institute as reference.

Section 31. In carrying out its responsibilities under Sec. 4 hereof, the Institute, COA, the ITDI/PTRI shall prepare guidelines to be approved by the Office of the President.

Section 32. All government agencies and instrumentalities shall ensure that the requirements under this Act with respect to the standards, requisitions and delivery of the national flag are strictly complied with.

Section 33. All departments, agencies, offices, and instrumentalities of the government, government-owned or controlled corporations, local government units, including barangays, shall include in their annual budgets the necessary outlay for the purchase of the national flag.

I. Prohibited Acts

Section 34. It shall be prohibited:

- a) To mutilate, deface, defile, trample on or cast contempt or commit any act or omission casting dishonor or ridicule upon the flag or over its surface;
- b) To dip the flag to any person or object by way of compliment or salute;
- c) To use the flag:
 - 1) As a drapery, festoon, tablecloth;
 - 2) As covering for ceilings, walls, statues or other objects;
 - 3) As a pennant in the hood, side, back and top of motor vehicles;
 - 4) As a staff or whip;
 - 5) For unveiling monuments or statues; and
 - 6) As trademarks, or for industrial, commercial or agricultural labels or designs.
- d) To display the flag:
 - 1) Under any painting or picture;
 - 2) Horizontally face-up. It shall always be hoisted aloft and be allowed to fall freely;
 - 3) Below any platform; or
 - 4) In discotheques, cockpits, night and day clubs, casinos, gambling joints and places of vice or where frivolity prevails.
- e) To wear the flag in whole or in part as a costume or uniform;
- f) To add any word, figure, mark, picture, design, drawings, advertisement, or imprint of any nature on the flag;
- g) To print, paint or attach representation of the flag on handkerchiefs, napkins, cushions, and other articles of merchandise;
- h) To display in public any foreign flag, except in embassies and other diplomatic establishments, and in offices of international organizations;
- i) To use, display or be part of any advertisement or infomercial; and
- j) To display the flag in front of buildings or offices occupied by aliens.

CHAPTER II THE NATIONAL ANTHEM

Section 35. The National Anthem is entitled *Lupang Hinirang*.

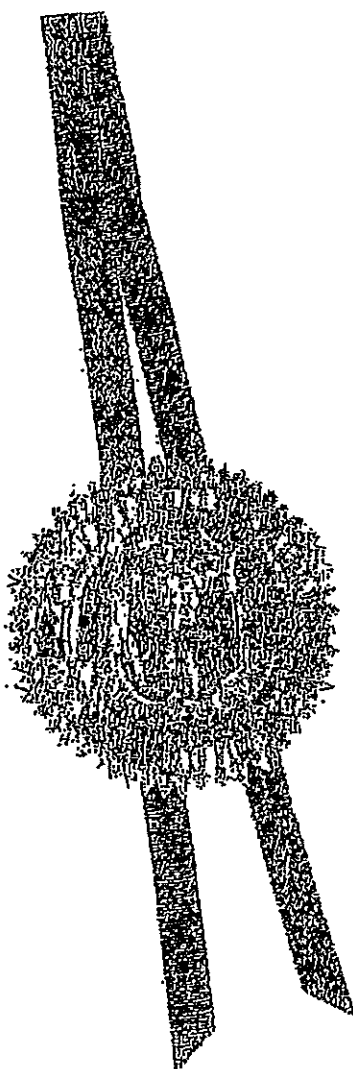
Section 36. The National Anthem shall always be sung in the national language within or without the country. The following shall be the lyrics of the National Anthem:

*Bayang magiliw,
Perlas ng Silanganan
Alab ng puso,
Sa Dibdib mo'y buhay.
Lupang Hinirang,
Duyan ka ng magiting,
Sa manlulupig,
Di ka pasisiil.
Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula,
At awit sa paglayang minamahal.
Ang kislap ng watawat mo'y
Tagumpay na nagniningning,
Ang bituin at araw niya,
Kailan pa ma'y di magdidilim,
Lupa ng araw ng luwalhati't pagsinta,
Buhay ay langit sa piling mo,
Aming ligaya na pag may mang-aapi,
Ang mamatay ng dahil sa iyo.*



Use of Wet Seal:

To seal formal documents, agreements



Use of Dry Seal:

To seal notarial documents
for consular use

**DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF PERSONNEL AND ADMINISTRATIVE SERVICES
PROPERTY MAINTENANCE AND TRANSPORTATION DIVISION**

**TERMS OF REFERENCE
PROCUREMENT OF OFFICIAL SEAL FOR FSPs**

I – OBJECTIVE

To achieve a uniform and standard design of the Official Seal compliant with the Department of Foreign Affairs Corporate Identity Guidelines on the use of the Official Seal and Coat of Arms.



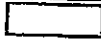
II – SPECIFICATION

1. Material : Brass material and finish, suitable for outdoor installation
2. Brass thickness : Minimum 4mm
3. Shape : Oval
4. Dimension : 80cm x 64cm
5. Sidings Thickness : 5cm

Additional Informations:

4 parts or items on the Seal including texts shall be offset to its base. The Color of the Coat of Arms shall be in accordance with the table below:

all colors must be applied as follows:

Color	Cable No.	Pantone	CMYK(Print)	RGB(Web)	
BLUE	80173	288 C	C10-M80-Y6-K32	0-45-114	
RED	80108	186 C	C2-M100-Y85-K6	200-16-46	
YELLOW	80068	123 C	C0-M19-Y89-K0	255-199-44	
WHITE	80001	N.A.	N.A.	255-255-255	

III – TERMS AND CONDITIONS

1. The Contractor shall be required to provide a mock up sample of the actual design / appearance of the Seal / Coat of Arms of any material convenient for the contractor for the purpose of inspection / examination by the Department of Foreign Affairs Technical Working Group, DFA-TWG for its final approval. This process shall be undertaken before proceeding with the production of the Seals.
2. The Contractor must be able to comply with all the specification provided by the DFA-TWG on the design of the Seal.
3. The quotation shall not include the installation cost of the Official Seal. However, the seal shall come with the provision of integrated mounting bolts and nuts for a secure installation or grouting and/or hanging into concrete walls, fences or posts.
4. The Seals shall be delivered in appropriate individual heavy duty crates to protect them from damage during transport to Posts.
5. Warranty shall be two (2) years from any manufacturing defect.

REPUBLIC OF THE PHILIPPINES
Department of Foreign Affairs

Manila, 06 October 2017

Sir:

Pursuant to the provisions of Section 25, Part E, Title II of Republic Act No. 7157, otherwise known as the Philippine Foreign Service Act of 1991, you are hereby appointed as DESIGNATION, ad honorem, of the Republic of the Philippines in CONSULAR DISTRICT.

This appointment shall be effective until 06 October 2020 subject to extension, and to the existing rules and regulations of the Department of Foreign Affairs.

Very truly yours,

ALAN PETER S. CAYETANO
Secretary of Foreign Affairs

NAME OF HONORARY CONSULAR OFFICER
DESIGNATION, ad honorem
CONSULAR DISTRICT

REPUBLIC OF THE PHILIPPINES
Department of Foreign Affairs
M a n i l a

TO ALL WHO SHALL SEE THESE PRESENTS, GREETINGS:

Know ye, that, reposing special trust and confidence in the integrity, fidelity and ability of NAME OF HONORARY CONSULAR OFFICER, I do assign him as DESIGNATION, ad honorem of the Republic of the Philippines in CONSULAR DISTRICT, and do authorize and empower him to have and to hold the said Office, and to exercise and enjoy all the rights, privileges and immunities thereunto appertaining, during the pleasure of the Government of the Republic of the Philippines; and I do hereby enjoin all Captains, Masters and Commanders of ships and other vessels, armed or unarmed, sailing under the flag of the Republic of the Philippines, as well as all other citizens, to acknowledge and consider him, the said DESIGNATION, ad honorem, accordingly, and I do hereby pray and request the Government of COUNTRY, and all its authorities, judges, civil and military officials to recognize NAME OF HONORARY CONSULAR OFFICER, in him capacity as DESIGNATION, ad honorem and to permit him fully and peaceably to enjoy and exercise the said office without giving or suffering to be given unto him any molestation or trouble, but, on the contrary, to afford him all proper countenance and assistance. I offer to do the same for all those who shall, in like manner be recommended to me by the said Government of COUNTRY.

In testimony whereof, I have caused these Letters to be made Patent, and the Seal of the Republic of the Philippines to be hereunto affixed.

Done in the City of Manila, this 5th day of February in the year of our Lord, two thousand and eighteen.

ALAN PETER S. CAYETANO
Secretary of Foreign Affairs

REPUBLIKA NG PILIPINAS
Kagawaran Ng Ugnayang Panlabas
Maynila

SA LAHAT NG MAKAKATUNGHAY SA KASULATANG ITO, BUMABATI:

Alamin nila na, dahil sa natatanging pananalig at pagtitiwala sa karangalan, katapatan at kakayahan ni NAME OF HONORARY CONSULAR OFFICER ay itinalaga ko siya bilang DESIGNATION, ad honorem ng Republika ng Pilipinas sa CONSULAR DISTRICT at pinahihintulutan at binibigyan siya ng kapangyarihang taglayin at ugitin ang naturang Tungkulin, at gampanan at tamasahin ang lahat ng karapatan, pribelihiyo at inmunidad na kaakibat nito, sa panahong minamarapat ng Pamahalaan ng Pilipinas at sa pamamagitan nito'y inaatasan ko ang lahat ng Kapitan, Puno at Komandante ng mga bapor at iba pang sasakyang dagat, nasasandatahan man o hindi, na naglalayag sa ilalim ng watawat ng Republika ng Pilipinas, at gayon din ang lahat ng kanilang mga mamamayan na kilalanin at ituring siyang DESIGNATION ayon sa kinailangan; at sa pamamagitan nito'y ipinamamanhik ko't hinihiling sa Pamahalaan ng COUNTRY, at sa lahat ng kanyang mga maykapangyarihang hukom, pinunong pambayan at panghukbo na kilalanin si NAME OF HONORARY CONSULAR OFFICER sa kanyang katungkulang pagka DESIGNATION at pinahihintulutan siyang lubos at mapayapang makapagtamasa at makaganap ng naturang tungkulin nang hindi siya bibigyan o dudulutan ng anumang kagambalaan o sagwil, at sa halip bigyan siya ng lahat ng wastong pagkilala at tulong. Gayon din ang gagawin ko sa lahat ng itatagubilin sa akin na ganitong uri ng nasabing Pamahalaan.

Bilang katunayan, iniatas kong maging hayag ang Kalatas na ito at ipinakintal ko ang Tatak ng Republika na Pilipinas sa Kasulatang ito.

Isinagawa sa Lungsod ng Maynila ngayong ika-lima ng Pebrero sa taon ng Ating Panginoon, dalawang libo't labing walo.

ALAN PETER S. CAYETANO

Kalihim Ng Ugnayang Panlabas

REPUBLIC OF THE PHILIPPINES
Department of Foreign Affairs
Manila

A G R E E M E N T

relating to the appointment of

NAME OF HONORARY CONSULAR OFFICER

a citizen of COUNTRY

as DESIGNATION, ad honorem of the Republic of the Philippines in CONSULAR DISTRICT:

- 1. The Philippine Government will take the necessary steps for the appointment of NAME OF HONORARY CONSULAR OFFICER and for his recognition through Exequatur by the Government of COUNTRY;*
- 2. HONORARY CONSULAR OFFICER declares his acceptance of the post of DESIGNATION, ad honorem in CONSULAR DISTRICT, under the direct supervision of the Philippine Embassy in COUNTRY, and imposes upon himself the following:*
 - (a) He pledges himself to represent to the best of his ability the rights and interests of the Republic of the Philippines as well as of the Filipino citizens in his jurisdictions;*
 - (b) He pledges himself to observe the secrecy of the office and in general to fulfill the duties of his office conscientiously and accurately in accordance with the laws and orders of the Republic of the Philippines, the Department of Foreign Affairs and the Philippine Embassy in COUNTRY;*
 - (c) He pledges himself to bear all expenses resulting from the conduct of the consular office and to turn over monthly the gross fee receipts to the Department of Foreign Affairs, through the Philippine Embassy in COUNTRY;*
 - (d) In his capacity as honorary consular representative of the Philippines, he is entitled to pursue his regular profession and to engage in business, provided that such activities do not conflict with the official character of an honorary consular representative of the Philippines;*
 - (e) He acknowledges that, as honorary consular representative of the Philippines, he shall have no claims to any salary, emolument, wage, or pension, and he waives the right to claim for any possible*

damage incurred in the course of exercising his function as honorary consular representative of the Philippines;

(f) He pledges himself in the event of his removal as DESIGNATION, ad honorem or of relinquishing his duties, or at the end of her three-year tour of duty, to hold at the disposal of the Republic of the Philippines, through the Philippine Embassy in COUNTRY, all items inventoried as Philippine Government property as well as the equipment and records of the consular office;

(g) He agrees that his right to the title of DESIGNATION ad honorem is dependent on the exercise of the consular duties and that such right lapses in the event of removal from office, relinquishment of duties or at the end of his three-year tour of duty on 05 February 2021.

3. This Agreement shall become valid as of the date of assumption of official functions and shall be mutually revocable on one month's notice.

Manila, Philippines

_____, 2018

_____, 2018

For the Republic of the Philippines:

ALAN PETER S. CAYETANO
Secretary of Foreign Affairs

NAME OF HONORARY CONSUL
DESIGNATION, ad honorem

SUBSCRIBED BEFORE ME AT _____ on the

_____, _____.

Administering Officer

DECLARATION REGARDING LOYAL CONDUCT OF OFFICER

I pledge to administer the Consulate General/ Consulate of the Republic of the Philippines at _____ to the best of my knowledge and conscientiously to safeguard and further the interests of the Republic of the Philippines and the Philippine citizens in my consular district, to observe loyally all laws of the Republic of the Philippines, to follow accurately the instructions of the Department of Foreign Affairs, to maintain secrecy of office and to execute the functions entrusted to me diligently and honorably without ulterior motives.

(Place of Declaration)

(Date of Declaration)

(Signature)

ATTESTED BY:

Chief of Mission/Principal Officer/
Charge d' Affaires, a.i.



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

OATH OF OFFICE

I, NAME OF HONORARY CONSULAR OFFICER, having been appointed to the position of DESIGNATION, ad honorem at CONSULAR DISTRICT do hereby solemnly swear that I shall faithfully discharge, to the best of my ability the duties and responsibilities of my present position; that I will uphold and protect the Constitution and Laws of the Republic of the Philippines; that I will pursue its objectives and support its programs; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

So help me God:

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 2018, in the City of _____, _____.

Administering Officer

SIGNATURE AND HANDWRITING SPECIMEN CARD

Of _____
Bureau or Office _____
Municipality or City _____ Province _____
Position or duty _____
Date assumed duty _____
Date relinquished duty _____

HANDWRITING SPECIMEN

Official initial _____ Official signature _____
Official designation _____

WE HEREBY CERTIFY that the above signature, initial and handwriting specimen are known to us as those of _____ who executed the same in our presence this _____ day of _____, 19____.

(Signature)

(Signature)

(Official designation)

(Official designation)

INSTRUCTIONS

1. All national, provincial, municipal and city officers and employees having to do with collections and the keeping of money, property and accountable form accounts, shall immediately accomplish their signature and handwriting specimen cards on this form. Upon assumption of such duties newly appointed officers and employees shall also accomplish this form.

2. On the blank lines, under Handwriting Specimen, on the face hereof the following certificate shall be executed in the handwriting of the officer or employee concerned: *"I hereby certify that my signature and initials appearing on this card are my own genuine signature and initials, and that this is a true specimen of my own handwriting in the ordinary form which I use in all official transactions. I further certify that this specimen is being executed in the presence of the two responsible witnesses who sign in my presence below this certificate."*

3. The witnesses should be two responsible officers or employees who are not subordinates of the person who executes this card. Such witnesses should see to it that the handwriting of the official or employee is his true handwriting in the ordinary form as used in his official transactions. No change of handwriting shall be permitted without filing another signature and handwriting specimen card, giving valid reasons for such change.

4. In the case of national and city officers and employees two copies of this card shall be accomplished; one to be filed with the Bureau Auditor or City Auditor, as the case may be, and the other to be filed in the office concerned. However, in the case of those officers and employees authorized to countersign Treasury warrants, eight additional cards should be accomplished, seven of which should be filed with the Treasurer of the Philippines, and the other one with the representative of the Auditor General in the Cash Division of the Treasury Bureau. In the case of provincial officers and employees, three copies shall be accomplished; one to be filed in the office of the Provincial Treasurer, another to be filed in the office of the Provincial Auditor, and the third to be forwarded to the Department of Finance, Manila. In the case of municipal officers and employees, three copies shall be accomplished; one to be filed with the Provincial Treasurer, another to be filed with the Provincial Auditor, and the third to be retained in the office of the Municipal Treasurer concerned.



HUMAN RESOURCES MANAGEMENT OFFICE

HONORARY CONSULS AND SERVICE ATTACHES DIVISION