



MEMORANDUM

FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Regional Executive Directors
All Heads of Attached Agencies

FROM : The Undersecretary
Policy, Planning and International Affairs

SUBJECT : **ENDORSEMENT LETTERS FROM NGAs FOR ENTRY AND EXEMPTION FROM THE TEMPORARY SUSPENSION OF VISA ISSUANCE OR FOR RE-ENTRY TO THE PHILIPPINES**

DATE : 16 March 2021

May we refer the letter dated 05 March 2021 signed by Undersecretary Brigido J. Dulay, Civilian Security and Consular Affairs-Department of Foreign Affairs, regarding the submission of National Government Agencies (NGAs) of endorsements for entry and exemption of foreign nationals from the temporary suspension of visa issuance, pursuant to the key agreements in the Inter-Agency Task Force.

In order to facilitate the processing of entry exemptions, the DFA respectfully reiterates compliance with the following requirements for endorsement letters from NGAs:

1. Signed, not just initialed, by the head of the NGA or his/her designated alternate signatory;
2. Must be dated;
3. The name of the endorsed company and its focal person, including the focal person's valid email address and contact numbers, are stated in the body of the letter;
4. The total number of endorsed foreign national/s (FN) is indicated in the body of the letter and not merely referenced in an Annex;
5. Comes with complete information/documents of the requesting party/ies, as follows:
 - (i) Full name as they appear in the valid passport, passport number, and contact details (email and mobile number) of the endorsed foreign national (FN)
 - (ii) If the FN has a valid/existing visa, the visa type and validity, and if the FN has no valid/existing visa, the Philippine Embassy or Consulate where the FN will apply for a visa;

- (iii) Clear copy of the FN's passport data page and visa page (if with visa);
and
- (iv) Copy of the corporate papers of the company, as applicable.

The DFA reiterates that endorsements must include the FN's details using the attached Excel template in soft file. This matrix must be emailed to oca.exemptions@gmail.com together with the NGA endorsement and using the NGA's designated email address as earlier requested thru DFA letter dated 25 January 2021(copy attached). Kindly advise the endorsed FN to finalize flight arrangements only after they have received their exemption documents. Starting 08 March 2021, the DFA will no longer accept nor process endorsements that do not comply with these requirements.

For your information and guidance.


ATTY. JONAS R. LEONES



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

THE UNDERSECRETARY FOR CIVILIAN SECURITY AND CONSULAR AFFAIRS

URGENT

5 March 2021

Subject: Endorsement Letters from NGAs for Exemption from the Temporary Suspension of Visa Issuance or for Re-entry to the Philippines

Dear Sirs/Mesdames:

The Department refers to the submission by National Government Agencies (NGAs) of endorsements for entry and exemption of foreign nationals from the temporary suspension of visa issuance, pursuant to the key agreements in the Inter-Agency Task Force.

In order to facilitate the processing of entry exemptions, the Department respectfully reiterates compliance with the following requirements for endorsement letters from NGAs:

1. Signed, not just initialed, by the head of the NGA or his/her designated alternate signatory;
2. Must be dated;
3. The name of the endorsed company and its focal person, including the focal person's valid email address and contact numbers, are stated in the body of the letter;
4. The total number of endorsed foreign national/s (FN) is indicated in the body of the letter and not merely referenced in an Annex;
5. Comes with complete information/documents of the requesting party/ies, as follows:
 - a. Full name as they appear in the valid passport, passport number, and contact details (email and mobile number) of the endorsed foreign national (FN);
 - b. If the FN has a valid/existing visa, the visa type and validity, and if the FN has no valid/existing visa, the Philippine Embassy or Consulate where the FN will apply for a visa;
 - c. Clear copy of the FN's passport data page and visa page (if with visa); and
 - d. Copy of the corporate papers of the company, as applicable.

The Department reiterates that endorsements must include the FN's details using the attached **Excel template** in soft file. This matrix must be emailed to oca.exemptions@gmail.com together with the NGA endorsement and using the NGA's designated email address as earlier requested through our letter dated 25 January 2021 (copy attached). Kindly also advise the endorsed FNs to finalize their flight arrangements only after they have received their exemption documents.

Starting on 08 March 2021, the Department will no longer accept nor process endorsements that do not comply with these requirements.

Thank you for your usual kind cooperation.

Very truly yours,

For the Secretary of Foreign Affairs:


BRIGIDO J. DULAY
Undersecretary

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 834 - 4000
www.dfa.gov.ph



Office of the Secretary <osec@denr.gov.ph>

[Advance Copy] Endorsement Letters from NGAs for Exemption from the Temporary Suspension of Visa Issuance or for Re-entry to the Philippines

1 message

OCA EXEMPTIONS <oca.exemptions@gmail.com>
Bcc: osec@denr.gov.ph

Sun, Mar 7, 2021 at 1:55 PM

Dear Sir/ Madam,

Please see attached file.

Kindly acknowledge receipt of this email.

Thank you and best regards,
DFA Visa Division

2 attachments**DFA OCA-FN Details.xlsx**
12K**Letter to NGAs re endorsement requirements - 3 March 2021.pdf**
253K

No.	Name	Nationality	Passport No.	Valid Visa of Foreign (Type and Validity), if any [†]	Philippine Embassy or Consulate [‡]	Email Address of Focal Person
1						
2						
3						
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Note:

† If the visa expires within the next 30 days from the time you receive this email notice or its validity goes beyond the intended travel date, indicate which Philippine Embassy or Consulate will the foreign national apply if the request for exemption from the temporary suspension of visa issuance is granted by the Department of Foreign Affairs.

‡ Indicate the Philippine Embassy or Consulate where the foreign national will lodge his/her visa application if the request for exemption from the temporary suspension of visa issuance is granted.