



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 EXEMPTION
FROM THE TEMPORARY SUSPENSION OF VISA ISSUANCE
OR FOR RE-ENTRY TO THE PHILIPPINES

DATE : 03 February 2021

May we respectfully refer a copy of the letter dated 25 January 2021 signed Undersecretary Brigido J. Dulay, Office of the Undersecretary for Civilian Security and Consular Affairs-Department of Foreign Affairs, regarding 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 avoid the falsification or recycling of agency endorsements, the DFA requests NGAs to:

1. Inform the DFA in writing of: (a) the designated/official email address that the NGAs will use to send endorsements to, and receive communications from, the Department; and (b) the designated alternate signatory of the head of the NGA, if any;
2. Ensure that the endorsement letter complies with the following:
 - a. Signed, not just initialed, by the head of the NGA or his/her designated alternate signatory;
 - b. Must be dated;
 - c. The name of the endorsed company and its focal person are stated in the body of the letter; and
 - d. The total number of endorsed foreign national/s (FN) is indicated in the body of the letter and not merely referenced to an Annex.

The DFA likewise wishes to reiterate that endorsement letters should come with complete information/documents to facilitate the seamless processing of endorsements, as follows:

1. Full name, passport details, and contact details (email and mobile number) of the FN; and
2. If FN has a valid/existing visa, the visa type and validity. If FN has no valid/existing visa, the location of the Philippine Embassy or Consulate where the FN will apply for a visa.

Pursuant to IATF Resolution Numbers 92 and 95, the DFA requests that separate endorsement letters be made for FNs from travel-restricted countries and those from non-travel restricted countries, and clearly stating in the endorsement letter whether the endorsed FNs come from travel-restricted countries or from non-travel restricted countries.

For your information and guidance.


ATTY. JONAS R. LEONES



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

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

1 message

Office OUCSCA <oucsc@dfa.gov.ph>

Tue, Jan 26, 2021 at 11:13 PM

To: osec@da.gov.ph, ls.ld@deped.gov.ph, sec.alfonsocusi@gmail.com, secdin@dof.gov.ph, "Francisco T. Duque III" <ftduque@doh.gov.ph>, gregorio.honasan@dict.gov.ph, eqpasamba@dilg.gov.ph, osec@dole.gov.ph, DPWH OSEC <villar.mark@dpwh.gov.ph>, DOST OSEC <osec@dost.gov.ph>, Office of the Secretary <osec@dswd.gov.ph>, sbrp@tourism.gov.ph, dti.travelexemptions@boi.gov.ph, Secretary <Secretary@dti.gov.ph>, osec@dotr.gov.ph, nic.rmtcovid19@gmail.com, NEDA OSEC <OSEC@neda.gov.ph>, info@dhsud.gov.ph, osec@denr.gov.ph, OASLA DND <oasla@dnd.gov.ph>, osec@doj.gov.ph, CHED IAS <ias@ched.gov.ph>, bspmail@bsp.gov.ph, odgcbp@peza.gov.ph, fnu@peza.gov.ph, "Gienda R. Rumohr" <grrumohr@bcda.gov.ph>, visaprocessing@sbma.com
Cc: xinfo@immigration.gov.ph, OCA Office <oca@dfa.gov.ph>, asec@oca.dfa.gov.ph, OCA VISA <oca.visa@dfa.gov.ph>, Office ISU <isu@dfa.gov.ph>

Dear Sir/Ma'am,

This Office respectfully transmits its Letter dated 25 January 2021 on the above subject.

Thank you and kindly acknowledge receipt of this email.

Sincerely yours,

OUCSCA

We would like to hear from you! - Click here or Scan our QR Code



Office of the Undersecretary for Civilian Security and Consular Affairs

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Tel. No. 833-1626 / Fax No. 832-8364

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DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

THE UNDERSECRETARY FOR CIVILIAN SECURITY AND
CONSULAR AFFAIRS

URGENT

2021-0126-L-022-BJD

25 January 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 avoid the falsification or recycling of agency endorsements**, the Department respectfully requests NGAs to:

1. Inform the Department in writing of: (a) the designated/official email address that the NGAs will use to send endorsements to, and receive communications from, the Department; and (b) the designated alternate signatory of the head of the NGA, if any;
2. Ensure that the endorsement letter complies with the following:
 - a. Signed, not just initialed, by the head of the NGA or his/her designated alternate signatory;
 - b. Must be dated;
 - c. The name of the endorsed company and its focal person are stated in the body of the letter; and
 - d. The total number of endorsed foreign national/s (FN) is indicated in the body of the letter and not merely referenced to an Annex.

The DFA likewise wishes to reiterate that endorsement letters should come with complete information/documents to facilitate the seamless processing of endorsements, as follows:

1. Full name, passport details, and contact details (email and mobile number) of the FN; and
2. If FN has a valid/existing visa, the visa type and validity. If FN has no valid/existing visa, the location of the Philippine Embassy or Consulate where the FN will apply for a visa.

PLEASE SEE DISTRIBUTION LIST.

//...

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

BJD. agt-0040-5682-8b9a

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In addition to the above requirements and pursuant to IATF Resolution Numbers 92 and 95, the Department requests that **separate endorsement letters** be made for FNs from travel-restricted countries and those from non-travel restricted countries, and **clearly stating in the endorsement letter** whether the endorsed FNs come from travel-restricted countries or from non-travel restricted countries.

Thank you for your usual kind cooperation.

Very truly yours,

For the Secretary of Foreign Affairs:


BRIGIDO J. DULAY
Undersecretary

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