



**ADVISORY NO. 2021 - 08**

**SUBJECT : NEW GUIDELINES ON THE PROCESSING OF REQUESTS OF FOREIGN NATIONALS FOR ENDORSEMENT TO THE DEPARTMENT OF FOREIGN AFFAIRS FOR TRAVEL BAN EXEMPTIONS TO THE PHILIPPINES**

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This is with regard to the requests of Foreign Nationals (“FNs”) for endorsement to the Department of Foreign Affairs (“DFA”) for Travel Ban Exemptions (“TBE”) to the Philippines.

On 27 April 2021, the Office of Consular Affairs (“OCA”) of the DFA held an online briefing and demonstration on the New Process for Submission of Requests for Exemption from the Temporary Suspension of Visa Issuance. In relation to this, the Department of Information and Communications Technology (“DICT”) received on 03 May 2021 the Letter dated 29 April 2021 from DFA Undersecretary for Civilian Security and Consular Affairs Brigido J. Dulay on the Guidelines for Streamlined Processing of Requests for Exemption from the Temporary Suspension of Visa Issuance.

Thus, pursuant to the OCA online briefing and demonstration held on 27 April 2021 and the Letter dated 29 April 2021 from DFA Undersecretary for Civilian Security and Consular Affairs Dulay, please be guided on the new process of the DFA for submissions of entry exemption requests:

- (i) In contrast to the old process wherein requests for exemption are sent via email, **requests will now be filled out and submitted by the designated focal person or representative of the National Government Agencies (NGAs) through Google Forms;**
- (ii) Unlike the old process wherein the list of FN’s are sent as a PDF file, **the list now will be filled out and submitted as a Google Sheet by the designated NGA focal person or representative;**
- (iii) Changes made to the requests for exemption will no longer be entertained or accommodated via email, instead, **any changes will have to be filed in a new request for exemption;** and
- (iv) **The status of the requests for exemption may be checked on the website of the DFA through a reference or tracking number.**

The requirements for an entry exemption request to be considered valid may be found below:

- (i) A dated Endorsement Letter from the NGA indicating the number of FN’s requesting entry exemption and purpose for entry, duly signed by the Secretary and/or the designated signatory;
- (ii) Formal Letter of Request for entry exemption of the individual or company, wherein the positions and the company/organization of the FN’s requesting for entry exemption are provided;
- (iii) Clear copy of the passport data pages of the FN’s showing at **least six (6) months** validity prior to intended stay in the Philippines;
- (iv) Clear copy of the FN’s valid or existing visa page, if with visa, or if none, in which **exact/specific** Philippine Embassy/Consulate the FN’s will lodge their visa application if request is granted;
- (v) Duly filled out list of FN’s Google Sheet; and

- (vi) Other pertinent or necessary documents such as corporate papers of the company requesting for entry exemption, as applicable.

The above-mentioned requirements were enumerated by the OCA during the online briefing and demonstration and were also indicated in the Letter dated 15 September 2020 from DFA Undersecretary for Civilian Security and Consular Affairs Dulay on the Endorsements of National Government Agencies for the Entry of Foreign Nationals. The said Letter is annexed to this Advisory for reference.

As per OCA, all entry exemption requests forwarded to the DFA from 22 March 2021 to 30 April 2021, or during the temporary suspension of entry of FNs into the Philippines, and all requests that come in afterwards, will have to follow the new guidelines of the DFA for submissions of entry exemption requests. In line with this, **please be advised that all requests of FNs for endorsement to the DFA for TBE that were forwarded to the DICT during and after the temporary suspension of entry of FNs into the country will also fall under the new process of the DFA.** The DFA resumed the processing of entry exemption requests on **03 May 2021**, subject to the guidelines of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases.

All queries and concerns related to requests of FNs to the DICT for endorsement to the DFA for TBE may be coursed through this email: [rfe.fn@dict.gov.ph](mailto:rfe.fn@dict.gov.ph).

Please be guided accordingly.