

**[BI MEMORANDUM ORDER NO. RADJR-12-012,
March 27, 2012]**

**PROVIDING FOR THE CREATION OF THE VERIFICATION AND
COMPLIANCE DIVISION (VCD) AND PRESCRIBING THE
ORGANIZATION AND FUNCTIONS THEREOF**

*Adopted: 27 March 2012
Date Filed: 30 March 2012*

WHEREAS, Section 3, Commonwealth Act No. 613, otherwise known as "The Philippine Immigration Act of 1940," as amended, in relation to Section 36 of executive Order No. 292, otherwise known as the "Administrative Code of 1987," provides that "*The head of a bureau or office shall issue circulars or orders to secure harmonious and efficient administration of his bureau or office and to carry into full effect the laws relating to matters within his jurisdiction.*"

WHEREAS, the Bureau shall implement a procedure for the expedited processing of all transactions;

WHEREAS, there is a need to implement a system of post audit and verification of all visa and alien registration applications ("Applications");

WHEREFORE, pursuant to the provisions of Book IV, Chapter 4, Section 20 (3) of Executive Order No. 292, otherwise known as the Revised Administrative Code of 1987, in relation to Section 3 of Commonwealth Act No. 613, otherwise known as the Philippine Immigration Act of 1940, as amended, the following are hereby ordered promulgated:

Section 1. Creation – A Verification and Compliance Division (hereinafter referred to as VCD) is hereby created that shall act as the central clearance, verification, and compliance-monitoring Division of the Bureau.

Section 2. Functions – The VCD shall have the following functions:

- a. Issuance of all immigration clearances;
- b. Recording and retrieval of all derogatory records;
- c. examination and certification of authenticity of official documents and other forms of fraud;
- d. Verification and post-audit of all documents submitted before the Bureau in support of any Application;
- e. Recommend to the BOC for the cancellation of any Application found to be fraudulent or irregular;