

**[BI MEMORANDUM CIRCULAR NO. MCL-09-005,
July 08, 2009]**

**IMPLEMENTING GUIDELINES OF THE BUREAU OF IMMIGRATION
(BI) REGIONALIZATION PROGRAM**

**RULE I
GENERAL PROVISIONS**

SECTION 1. Purpose - This Implementing Guidelines is promulgated for the purpose of prescribing rules and procedures for the implementation of Department of Justice (DOJ) Memorandum Order No. 4, dated 04 May 2009, entitled "ESTABLISHING THE IMMIGRATION AREA OFFICES IN THE BUREAU OF IMMIGRATION, DEFINING THE FUNCTIONS, DUTIES AND RESPONSIBILITIES THEREOF, AND FOR OTHER PURPOSES."

SECTION 2. Legal Basis - Commonwealth Act No. 613, otherwise known as the "Philippine Immigration Act of 1940", as amended; Book IV, Title III, Chapter 10, Section 31 of Executive Order No. 292, Series of 1987, otherwise known as the "Administrative Code of 1987"; and DOJ Memorandum Order No. 04, dated 04 May 2009, entitled "Establishing the Immigration Area Offices in the Bureau of Immigration, Defining the Functions, Duties and Responsibilities Thereof, and for Other Purposes".

SECTION 3. Objective - This Implementing Guidelines aim to provide the framework by which the BI Regionalization Program shall be implemented, define functions, duties and responsibilities of the Immigration Area Offices and its component units and personnel, delineate its organizational and functional relationship with the Bureau's Divisions, Sections, Sub-ports and other offices and units.

**RULE II
IMMIGRATION AREA OFFICES AND COMPOSITION**

SECTION 4. Immigration Area Offices - The ten (10) Immigration Area Offices covering the seventeen (17) geo-political subdivisions of the country, clustered accordingly, are as follows:

Immigration Area Office	Area of Responsibility (geo-political subdivision)	Location of Office
IAO - I	Region 1 and Cordillera Autonomous Region (CAR)	San Fernando City, La Union
IAO - II	Regions 2 and 3	Angeles City, Pampanga
IAO - III	National Capital Region (NCR) - North,	Binondo,

	consisting the Cities of Manila, Mandaluyong, Marikina, San Juan, Quezon, Caloocan, Malabon, Navotas and Valenzuela	Manila
IAO - IV	National Capital Region (NCR) - South, consisting the Cities of Makati, Pasay, Parañaque, Las Piñas, Pasig, Taguig, Muntinlupa, and the Municipality of Pateros	Parañaque City
IAO- V	Regions 4-A, 4-B and 5	Batangas City, Batangas
IAO - VI	Region 6	Iloilo City, Iloilo
IAO - VII	Regions 7 and 8	Cebu City, Cebu
IAO -VIII	Region 9 and Autonomous Region of Muslim Mindanao (ARMM)	Zamboanga City
IAO - IX	Regions 11 and 12	Davao City
IAO - X	Regions 10 and 13	Cagayan de Oro City

SECTION 5. Jurisdiction - The exercise of powers and functions of the Immigration Area Offices and all its officers and personnel shall be limited to the geo-political jurisdiction as defined in Section 4 hereof. In cases where the exercise of such powers and functions will go beyond its area of jurisdiction, coordination shall be undertaken with the other area offices concerned.

SECTION 6. Composition - Each Immigration Area Office (IA) shall be headed by an Immigration Area Director (IAD) who shall perform the functions, duties and responsibilities defined under Section 7 hereof. The Immigration Commissioner shall, through appropriate Personnel Orders, designate personnel as may be necessary to adequately and efficiently perform the functions of the administrative, operations and technical support staff complement for each IAO from among the divisions/sections/units/offices of the BI, to wit:

- a. Alien Registration Division;
- b. Legal and Investigation Division;
- c. Law Enforcement Division;
- d. Intelligence Division;
- e. Civil Security Unit; and
- f. Computer Section.

RULE III

FUNCTIONS, DUTIES AND RESPONSIBILITIES OF IMMIGRATION AREA DIRECTOR (IAD)

SECTION 7. Functions, Duties and Responsibilities of Immigration Area Director - The Immigration Area Director (IAD) shall perform and exercise the following

functions, duties and responsibilities:

- a. Monitor and coordinate with the operations of all BI District, Sub-port, Extension, Field and Satellite Offices within their respective area of responsibility (AOR) as defined in Section 4 hereof to ensure that the performance of its duties and responsibilities, as well as its activities, are consistent with the vision and mission of the Bureau;
- b. Direct, control, and supervise the intelligence, enforcement, law and investigation, alien registration, information technology and civil security programs, operations and activities of concerned personnel within their respective area of responsibility (AOR) consistent with existing laws, rules, regulations and procedures.
- c. Act as official representative of the Office of the Commissioner to the national government agencies, local government units (LGUs), non-governmental organizations, people's organizations, and the private sector relative to immigration concerns in their respective area of responsibility (AOR);
- d. Provide the Office of the Commissioner with timely analysis and recommendations on critical and strategic policy on issues and concerns relative to immigration and other operational matters within their respective area of responsibility (AOR);
- e. Assist and coordinate with concerned offices/officers relative to official visits of the Commissioner in their respective area of responsibility (AOR);
- f. Submit monthly report, or as often as may be required, to the Office of the Commissioner on status of operations in their respective area of responsibility (AOR) and in the implementation of programs and projects, as well as other relevant matters in their respective area of responsibility (AOR) and, when necessary, with recommendations on possible course/s of action;
- g. Ensure that all memoranda, orders and directives of the Commissioner pertaining to their respective area of responsibility (AOR) are faithfully and expediently accomplished; and
- h. Perform such other functions and duties as may be directed by the Commissioner pursuant to Memorandum Order.

RULE IV

ORGANIZATIONAL AND FUNCTIONAL GUIDELINES

SECTION 8. Control, Supervision, Coordination and Reporting - [a] All Immigration Area Directors (IAD) shall be under the direct control and supervision of the Executive Director. The Executive Director shall submit a monthly report, or as often as may be required or necessary, to the Commissioner on all matters concerning the Immigration Area Offices (IAO).

[b] Except for IAO-assigned Legal Officers from the Law and Investigation Division (LID) who shall be in close coordination with the IAD in the performance of their duties and responsibilities, the other Designated Heads of the divisions/sections/units (e.g., ARD, ID, LED, CSU, Computer) in the IAO shall be under the direct control and supervision of the concerned IAD, provided, however, that, for purposes of efficient and proper coordination and monitoring, the said other Designated Heads shall regularly furnish its respective