

**[ BI MEMORANDUM ORDER NO. MCL-08-015, April 08, 2008 ]**

**PRESCRIBING FOR SUPPLEMENTAL GUIDELINES IN THE IMPLEMENTATION OF THE VISA ISSUANCE MADE SIMPLE (VIMS) UNDER MEMORANDUM CIRCULAR NO. MCL-07-005**

Pursuant to Part VII, Section 18 of Memorandum Circular No. MCL-07-005, the following supplemental guidelines for the implementation of the VISA ISSUANCE MADE SIMPLE (VIMS) System under the said Circular, is hereby promulgated:

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**IV.**

**APPLICATION/REQUEST FOR TEMPORARY VISITOR VISA EXTENSION AT INTERNATIONAL PORTS OF ENTRY/EXIT**

Applications and/or requests for temporary visitor visa extension/updating filed at any international port of entry/exit shall immediately be referred and forwarded to the Visa Extension Section at the BI Main Office or concerned subport/field office for appropriate action, with the following exceptions:

1. When the passenger is below 10 years of age or above 65 years of age;
2. When the passenger has overstayed for not more than three (3) days;
3. When the passenger is physically disabled rendering it difficult to go to the Main Office; and
4. Under certain emergency circumstances as maybe determined by the Head Supervisor, BI-NAIA.

**VI. EFFECTIVITY**

These supplemental guidelines shall take effect immediately.

Let copies of this Memorandum Circular be posted in conspicuous areas of the Bureau and furnished to the Associate Commissioners; Executive Director; Chiefs of the Board of Special Inquiry, Law and Investigation Division, Immigration Regulation Division, Alien Registration Division, Finance and Management Division, Cash Section, Computer Section, Visa Extension Section, Student Desk, Derogatory Section, Verification and Certification Unit; Over-all Head of BI-NAIA A and Heads of other international ports of entry/ exit; Head of the VIMS Management Committee; VIMS Pre-Evaluation and Information Desk; and all Ports and Sub-ports Alien Control Officers (ACOs).

Let copies of this Memorandum Order be filed with the Office of the National Administrative Register (ONAR) at the UP Law Center, UP Campus, Diliman, Quezon City.