

**[ OPERATIONS ORDER NO. SBM-2015-036,  
October 29, 2015 ]**

**PROCEDURES AND TIMELINES IN THE PROCESSING OF  
APPLICATIONS FOR VISA CONVERSION, AMENDMENT AND  
EXTENSION AND ACR I-CARD ISSUANCE AND RENEWAL FILED  
BEFORE BI DISTRICT, FIELD, SATELLITE AND EXTENSION  
OFFICES**

*Adopted: 28 October 2015  
Date Filed: 29 October 2015*

Pursuant to Department of Justice (DOJ) Memorandum Circular No. 052, dated 21 September 2015, providing the delineation of authority to act on visa applications and in order to streamline and enhance the processing of visa and ACR I-Card applications filed before BI District, Field, Satellite and Extension Offices (hereinafter referred to as "Office"), the following procedures and timelines are hereby prescribed:

**SECTION 1. Purpose.** - This Operations Order implements DOJ Memorandum Circular No. 052 issued on 21 September 2015 and aims to enhance the procedures and establish timelines in the processing of visa and ACR I-Card applications.

**SECTION 2. Coverage.** - Consistent with DOJ Memorandum Circular No. 052, this Operations Order shall apply to the processing of all applications for immigrant, non-immigrant (excluding temporary visitor's visa under Section 9(a) of C.A. No. 613, as amended) and special non-immigrant visa conversion, amendment and extension filed before BI Offices with ACR I-Card Data Capturing Facility<sup>[1]</sup> to be acted by the Commissioner, except application for pre-arranged employment visa issued by Philippine Embassies/Consulates pursuant to Section 20 of C.A. No. 613, as amended, which shall be acted by the Board of Commissioners.

This further applies to the processing of applications for issuance and renewal of Alien Certificate of Registration Identity Cards (ACR I-Card) corresponding to the aforementioned visas.

**SECTION 3. Duties and Functions of Each Concerned BI Office.**

**I. DUTY OF THE OFFICE:**

A. Ensure that all Consolidated General Application Forms (CGAF) are properly accomplished and all the supporting documents for the visa and ACR I-Card applications are complete and in order in accordance with the prescribed Checklist of Documentary Requirements.

B. Complete the evaluation, hearing (if required) and processing of the visa application and the capturing of applicant's biometrics data for the ACR I- Card within three (3) days from filing thereof and immediately transmit, through the fastest means available, the application folders to:

1. Visa and Special Permits Task Force (VSPTF) - for visa application;
2. Alien Registration Division (ARD) - for ACR I-Card application.

C. Completely and accurately encode all the required information and update the module/s in the Visa Information Management System (VIMS) and ACR I-Card System data bases immediately upon completion of each of the processes involved.

## **II. DUTY OF THE VSPTF:**

A. Within two (2) days from receipt for the visa application folder, the Supervising Visa Officer shall complete the review of the application and submit to VSPTF Head for appropriate recommendation.

B. Within one (1) working day from receipt of Supervising Visa Officer's submission, the VSPTF Head shall recommend either the approval or disapproval of the visa application to the Commissioner. If for approval, the VSPTF Head shall indicate the recommended validity of the visa.

## **III. ALIEN REGISTRATION DIVISION (ARD):**

A. Within one (1) day from receipt of the ACRI-Card application from the Office, conduct review thereof and make corrections/adjustments thereon as may be necessary.

B. Within one (1) day from notice from the Office of the Commissioner of the approval of applicant's visa application, print the ACR I-Card and transmit to the Office of the Executive Director (OED).

## **IV. OFFICE OF THE COMMISSIONER (OCOM):**

1. Act on the VSPTF Head's recommendation on the visa application.
2. Within the same day of the Commissioner's action:
  - a. If approved, (i) notify the ARD through electronic means for the purpose of printing applicant's ACR I-Card, and (ii) transmit the visa application folder to the OED.
  - b. If disapproved, transmit the visa application folder to the concerned Office.
3. In either case, notify the BINOC and MISD, through electronic means, for the posting in the BI's Official Website of the action on the visa application within the same day of notice thereof.

## **V. DUTY OF THE OED:**