

**[ BI MEMORANDUM ORDER NO. MCL-08-006,  
February 15, 2008 ]**

**PRESCRIBING FOR SUPPLEMENTAL GUIDELINES IN THE  
IMPLEMENTATION OF THE VISA ISSUANCE MADE SIMPLE  
(VIMS) SYSTEM 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:

**I. Bureau of Immigration (BI) Clearance Certificate**

1. The Bureau of Immigration (BI) Clearance Certificate issued in compliance with the documentary requirements of applications filed under the VIMS system shall have a validity period of two (2) months from date of payment thereof.
2. The said Certificate may be re-used within the period of its validity in transactions covered by VIMS other than the transaction for which it was originally issued and used *i.e. a BI Clearance Certificate originally issued and used for a tourist visa extension transaction may be used for and compliance with the documentary requirements in an application for special working permit filed within the two-month period of its validity.*
3. Conversely, a new BI Clearance Certificate shall be required and issued for applications of the same type of transactions though filed within the period of validity of the previously issued certificate, subject to assessment and payment of the prescribed fees and charges, *i.e application for another extension of tourist visa.*
4. Notwithstanding paragraph 2 above, a derogatory check shall still be conducted upon the filing of an application for any other transaction within the validity of the originally issued clearance, without issuing another clearance certificate; Provided, that in case a derogatory record exists during such check, the processing of such application shall be held in abeyance until such record is cleared by the Verification and Certification Unit.

**II**

**Period to File Application For Conversion of Immigration Status, Visa Extension, Other Special Permits and Applications, and Extensions Thereof**

1. Application for transactions covered by the VIMS system shall be filed, and the corresponding prescribed fees and charges fully paid, as follows:
  - a. Conversion/change of immigration status - not later than fifteen (15) working days prior to the expiration of the applicant's authorized stay;