

Untitled Document

Assistance to Organizations/Companies/Private individuals in

Consular Information Center
834-4000

Schedule of Availability of the Service:

Monday – Friday from 8:00am-5:00pm

Who may avail of the Service:

Anyone who has any inquiry on how a foreigner can obtain a Philippine Visa

Requirements:

n/a

Duration:

n/a

HOW TO AVAIL OF THE SERVICE:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE
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1.	Processing Counter				
located at 2nd flr. Visa Division, OCA	Submit Note(s) Verbale together with its enclosures from foreign embassies, international organizations based in the Philippines	Receive the documents and evaluate the application	10 mins/doc	Visa Assistant	Gratis
					n/a

Advise the Liaison Officer to return on the date of release with the receiving copy of the Note Verbale which was submitted to OCA-Visa

* Normal processing period is five (5) working days

Releasing of Visas for Foreign Government Officials based in t

Schedule of Availability of the Service:

Monday – Friday from 3:00 P.M. – 5:00 P.M. - Releasing of Visa

Who may avail of the Service:

All foreign government officials (i.e., Embassies, Consulates, Accredited Int

Requirements:

1. Receiving copy of the Note Verbale submitted to OCA-Visa

Duration:

At least 7-10 minutes/application

HOW TO AVAIL OF THE SERVICE:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE
1.	Processing Counter located at 3rd flr. Visa Division, OCA	Inquires on how foreigner can obtain a Philippine Temporary visitor's visa	Answered at Philippine Embassy		Visa

IMPORTANT NOTICE: The Visa Division is not mandated to facilitate the application and/or release**Assistance to Organizations/Companies/Private individuals inc****Schedule of Availability of the Service:**

Monday – Friday from 8:00am-5:00pm

Who may avail of the Service:

Anyone who has any inquiry on how a foreigner can obtain a Philippine Visa

Requirements:

n/a

Duration:

n/a

HOW TO AVAIL OF THE SERVICE:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE
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1	Processing Counter located at 2nd flr. Visa			
Division, OCA	Submit Note(s) Verbale			
together with its enclosures				
from foreign embassies,				
international organizations				
based in the Philippines	Receive the documents and			
evaluate the application	10 mins/doc	Visa Assistant	Gratis	n/a

Advise the Liaison Officer to return on the date of release
with the receiving copy of the
Note Verbale which was
submitted to OCA-Visa

* Normal processing period is five (5) working days

Releasing of Visas for Foreign Government Officials based in t

Schedule of Availability of the Service:

Monday – Friday from 3:00 P.M. – 5:00 P.M. - Releasing of Visa

Who may avail of the Service:

All foreign government officials (i.e., Embassies, Consulates, Accredited International Organizations/Instrumentalities) based in the Philippines

Requirements:

1. Receiving copy of the Note Verbale submitted to OCA-Visa

Duration:

At least 7-10 minutes/application

HOW TO AVAIL OF THE SERVICE:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE
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1	Processing Counter				
located at 3rd flr.					
Visa Division, OCA	Inquires on how				
foreigners can obtain a					
Philippine temporary					
visitor's visa	Answers client's queries	5 mins	Visa Assistant		n/a

IMPORTANT NOTICE: The Visa Division is not mandated to facilitate the application and/or release a

Processing of APEC Business Travel Card (ABTC) for Filipino

Schedule of Availability of the Service:

Monday – Friday from 8:00 a.m. – 5:00 p.m.

Who may avail of the Service:

All bona fide Filipino businessmen who want to avail of ABTC privileges with

Requirements:

1. Accomplished ABTC Application form
2. Copy of passport(s) including pages with visa stamps/stickers and departure/arrival stamps proving
3. Bureau of Immigration and National Bureau of Investigation Certificates/Clearances
4. Certificate of Membership (MBC/PCCI/PHILEXPORT)
5. Resume/Curriculum Vitae (to include a statement of the basis/justification of the request for an ABTC)
6. Employment or Company Certificate (to include current position, duties and responsibilities within
7. Company Profile (to specifically include): Other pertinent information to justify issuance of an ABTC:
 1. total capitalization
 2. organizational chart
 3. name(s), address(es) and telephone(s)/fax(es) and e-mail(s) of business partner(s) in the APEC r
 4. past and current business activity in the APEC region
 5. annual volume (in peso or dollar) of past and current transactions with business partners in APEC
6. Other pertinent information to justify issuance of an ABTC:

Notes:

1. Travel frequency within the APEC region at the time of application is taken to mean that the applico times a year, within the territory of ABTC participating economies, for business and not purely for t
2. ABTC-Philippines may limit the number of ABTC issuance for officials representing one company, capitalization or type (e.g. family-owned).
3. ABTC-Philippines reserves the right to require additional documents necessary to establish applico

Duration:

The length of time for the release of ABTC card depends on the approval of

HOW TO AVAIL OF THE SERVICE:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE
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1	Processing
Counter located at	
2nd flr. Visa	
Division, OCA	Submit approved
application(s) together	
with its documentary	
requirements of Filipino	
businessmen duly endorsed by MBC/PCCI/PHILEXPORT	Receive MBG/Document
and evaluate the same	50 mins/
application	ABTC Assistant
MBC/PCCI	Charged by
Or	
PHILEXPORT	ABTC
application	
can be	
downloaded	
at the DFA	
website	
Advise the Liaison	
Officer to call OCA-Visa	
from time to time for the	
availability of the ABTC	
card	

Notes:

- Issued only to bona fide Filipino business persons, the ABTC works like a visa with a validity of three (3) months.
- The application, together with its supporting documents, may be filed either with the PCCI, MBC or Makati Business Club (MBC); Philippine Chamber of Commerce and Industry (PCCI); Philippine Exporters' Association (PEXA).

Releasing of APEC Business Travel Card (ABTC) for Filipino Businessmen

Schedule of Availability of the Service:

Monday – Friday from 8:00 a.m. – 5:00 p.m.

Who may avail of the Service:

All bona fide Filipino businessmen through the liaison officers of MBC, PCCI, PHILEXPORT.

Requirements:

1. Authorization letter issued by the endorsing business organization
2. Copy of valid Identification card of the liaison officer

Duration:

At least 5-10 minutes/transaction

HOW TO AVAIL OF THE SERVICE:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE
1.	Processing Counter located at 2nd flr. Visa Division, OCA	Submit authorization letter and a copy of valid ID	Receive the letter and a copy of ID and locate the ABTC card application	10 mins/ ABTC Assistant	n/a
2.	Processing counter located at 2nd Flr., Visa Division, OCA	Release card			

Note:

- The length of time for the release of ABTC card depends on the approval of other participating eco