Anent the approval of Honorable Leila M. De Lima, Secretary, Department of Justice on the proposed Work Plan on Emergency Response Travel Facilitation, hereby created is “TASK FORCE YOLANDA” to ensure the enforcement of immigration policies, rules and regulations in the affected areas and facilitate the processing of visas of foreign nationals who are in the country as volunteers rendering humanitarian services to the victims and survivors of typhoon Yolanda.

I. SCOPE

Taskforce Yolanda shall specifically cover Eastern Visayas Region (Region VIII) where operations of BI Subport Offices were temporary suspended due to devastation of the typhoon. The center of operations shall be in Tacloban City which will closely coordinate with other taskforce stations in Guiuan, Eastern Samar for Samar area and Ormoc City for visaya-speaking part of Leyte. More particularly, each station shall cover the following:

1. Tacloban City Station - 1<sup>st</sup> Congressional District, Leyte
   2<sup>nd</sup> Congressional District, Leyte
   5<sup>th</sup> Congressional District, Leyte

2. Guiuan Station - Lone Congressional District, Eastern Samar
   Western Samar

3. Ormoc City Station - 3<sup>rd</sup> Congressional District, Leyte
   4<sup>th</sup> Congressional District, Leyte
   Lone Congressional District, Biliran Province
II. COMPOSITION

Each station shall be composed of the following personnel complement:

One (1) Immigration Supervisor/Officer (preferably male)
One (1) Organic Employee (preferably male)
One (1) Confidential Agent (preferably male)

Tacloban City Station shall include the following personnel complement who shall be responsible for verification of alien registry and issuance of temporary certificate to registered foreign nationals who lost their Alien Certificate of Registration – Identity Card (ACR I-card):

One (1) Immigration Officer (preferably Registration Officer)
One (1) Alien Registration Staff (Organic Employee)
Two (2) Organic Employees or Confidential Agents from the Civil Security Unit (CSU)

Deployment of these personnel shall be upon recommendations of their respective Division Chiefs. Personnel deployed shall be preferably from Samar or Leyte who can speak the dialect and knowledgeable of the topography of the place.

III. DUTIES AND RESPONSIBILITIES

Aside from their inherent functions in accordance with Commonwealth Act No. 613, as amended, Task Force Yolanda shall perform the following functions:

1. Conduct immigration formalities on foreign volunteers who will arrive at or depart directly from the affected areas;

2. Assist foreign volunteers in calamity stricken areas particularly on immigration matters;

3. Monitor activities/movements of foreign volunteers;

4. Coordinate with other government agencies, foreign embassies and/or chambers of commerce present in the area, in any, to facilitate an effective implementation of immigration policies;

5. Account and monitor foreign nationals (immigrant/non-immigrant/survivors/casualties) in the affected areas;
6. Designated point person/coordinator on immigration matters related to rescue and relief efforts;
7. Grant extension of Temporary Visitor’s Visa – GRATIS;
8. Grant “Visa Upon Arrival” to volunteers who are nationals of a visa-required country whose entry to the country is directly to calamity stricken areas – GRATIS;
9. Grant Special Work Permit (SWP), if necessary – GRATIS;
10. Issue Border Control Registration Papers (BCRP) as temporary identification for foreign nationals who lost their passports/travel documents.
11. Account foreign nationals who lost their valid ACR I-Cards for re-issuance – GRATIS

IV. LOGISTICS

The Taskforce shall be provided with the following basic equipment:

1. Tent (in the absence of a safe building or structure in the area);
2. Basic office supplies;
3. Basic equipment for sleeping, cooking and eating purposes;
4. Generator Set if practicable;
5. Desktop or laptop computers (for data verifications) with printer;
6. Official Receipts (Manual);

V. ADMISSION AND REGISTRATION POLICIES

Arrival formalities shall be applied liberally to all volunteers, humanitarian teams from international organizations and other foreign individuals sent by their respective governments, who will be entering the country solely for the purpose of helping the victims of typhoon Yolanda.

1. All volunteers arriving directly at the affected areas shall upon entry be admitted under Section 9(e) of Commonwealth Act No. 613, as amended, upon presentation of credentials duly issued by their respective government or other international organizations. Visa-required foreign volunteers shall be processed under the Visa Upon Arrival Program and likewise be admitted under Section 9(e);

2. Less restrictive immigration formalities such as but not limited to (a) non-imposition of the six (6) month rule on passport validity (b) non-requirement of outbound or onward ticket for volunteers
arriving directly at the affected areas;
3. Annual Report extended until 30 June 2014;
4. Allow deferment on payment of alien registration and charges for three (3) months, accruing from 08 November 2013 to 08 February 2014.
5. Non-imposition of alien registration-related fines and penalties for three months, accruing from 08 November 2013 to 08 February 2014.

VI. REPORTORIAL REQUIREMENTS

Each Station Head shall submit a weekly report to the Officer-in-Charge, more importantly on the following:

a. Complete names of all volunteers in their respective area of jurisdiction, per nationality;
   b. Complete names of all volunteers who entered the country directly to the calamity stricken areas;
   c. Number of immigrant/non-immigrant (survivors/missing/casualties);
   d. Consolidated disembarkation cards, General Declaration Forms and/or Flight Manifests.

The Chief, Immigration Regulation Division shall verify the names of volunteers submitted by the Taskforce with the respective Embassies or Consulates if said persons are legitimate.

VII. Implementation

The Chief of FMD, the Acting Chiefs of IRD, ARD, AOD and Administrative Division are hereby directed to make the necessary and appropriate action for the immediate and full implementation of this Memorandum.

For strict compliance.

27 November 2013

Signed

SIEGFRED B. MISON
Officer-in-Charge