ANNUAL REPORT 2020 GUIDELINES

Pursuant to Section 10 of Republic Act No. 562, all registered aliens shall, within the first sixty (60) days of every calendar year, report in person to the Bureau of Immigration (BI).

Exemption from personal appearance may be authorized subject to the following conditions:

1) Those who are below 14 years old;

2) Those who are 65 years old and above;

3) Those who are mentally or physically incapacitated, provided, a PWD id is presented; and

4) Pregnant women and those who are sick, provided, a medical certificate issued by the OB-Gyne or the hospital where such alien is confined, with a one-week advance written request for exemption duly approved by the ARD Chief.

I. REQUIREMENTS

1) Personal Appearance
   a. Original ACR I-Card of card holders or original paper-based ACR;
   b. Valid passport;

2) Application Filed Thru Authorized Representative by Aliens Exempt from Personal Appearance
   a. Original ACR I-Card of card holders or original paper-based ACR;
   b. Applicant’s valid passport; and
   c. Special Power of Attorney (SPA) with valid government-issued ID of legal representative.
II. ANNUAL REPORT PERIOD


Aliens who fail to report within the prescribed AR period shall, in addition to the assessed annual reportorial fees, pay a fine of TWO HUNDRED PESOS (P200.00) per month of delay but in no case shall the fine exceed TWO THOUSAND PESOS (P2,000.00) per year of delay. A fraction of a month shall be considered one (1) month.

They shall likewise be required to submit a written explanation in the form of a Motion for Reconsideration (MR) for their belated compliance with the annual reportorial requirement and pay the MR Fee of FIVE HUNDRED PESOS (P500.00) and the Legal Research Fee (LRF) of TEN PESOS (P10.00).

Non-compliance with the Annual Reportorial Requirement shall be penalized by fine and/or imprisonment or both at the option of the Commissioner of Immigration.

III. UPDATING OF ANNUAL REPORT FORM

Individual reportee who has not been issued Special Security Registration Number (SSRN) through the Alien Registration Program shall be required to update their Annual Report Form before proceeding with AR 2020.

IV. ANNUAL REPORT ARREARS

No payment for AR 2020 shall be accepted, unless arrears are settled.

In case of AR-related arrears, the reportee shall present Verification of Payment (VP) properly secured from MISD or any BI office where payment was made. Thereafter, the Registration Officer (RO) shall immediately update the AR Database System and accept AR 2020 payment.

In case a reportee is found to have an expired passport, he/she shall be required to submit an undertaking to renew his/her passport before acceptance of AR 2020 payment.

V. REMOTE AR 2020

The Commissioner, thru ARD Chief, may authorize remote AR during Saturdays upon written request of a third party. The deployment of BI personnel and equipment shall be subject to the approval of the Commissioner upon the recommendation of the ARD Chief.
In cases of request for remote AR in Sub-port/District/Field offices, approval from the ARD Chief is required when the number of reportees exceed ten (10) pax.

VI. VENUE

Aside from BI Main Office, BI-designated offices under Annex A shall be considered as exclusive venues for AR 2020 only. (see attached document marked as "Annex A").

VII. ALIENS WITH PENDING APPLICATION FOR ACR I-CARD ISSUANCE

Applicants for issuance of ACR I-Card with “under application” status shall be allowed to undertake the AR2020.

VIII. INTER-OFFICE COORDINATION DURING AR 2020

ARD shall have direct control and supervision of the daily operations of the AR 2020, e.g. issuance of queuing numbers, daily cut-off time for AR processing, physical set-up and arrangement of AR 2020, and the like.

a. Concerned BI Heads (MISD/Cash Section/ARD) shall ensure deployment/assignment of personnel during AR 2020.

b. The ARD shall provide special lanes for Senior Citizens and Persons with Disabilities.

c. The MISD shall ensure that all AR workstations, ACR I-Card database system, queuing and number coding screen are properly installed on or before 27 December 2019 and operational at all times during the AR 2020 period.

d. Concerned BI personnel (ACO/MISD/Cash and the like) shall issue Verification of Payment (VP) when the need arises, and ensure deployment/assignment of personnel during mobile/daily/weekend (if necessary) AR2020 activity.

e. AR personnel concerned shall issue queuing numbers for every reportee until 4:00 o’clock in the afternoon on regular days.

f. Cash Section shall accept payment until all AR 2020 alien queue numbers are processed.

g. GSS shall ensure that all paraphernalia, signages, and other logistic requests are complied, prepared, and installed on or before 27 December 2019.

h. BINOC shall ensure all AR 2020-related advisories, announcements, communications and the like are properly circulated.
i. All Alien Control Officers are directed/encouraged to conduct local information awareness campaign using print, radio, and media within his/her area of responsibility.

j. Every Native-Born (NB) Indonesian national registered under Memorandum Order No. AFFJR-05-003 dated 4 January 2005, distinguished as "Illegal Entrant" in Southern Mindanao, shall within the first sixty (60) days of every calendar year, report in person to the nearest BI District Office (General Santos City, Davao City, Glan, Batuganding Border Crossing Station) from his place of residence to make his annual report, with the following requirements:

i. Original paper-based Alien Certificate of Registration (ACR); and

ii. Official Receipt from previous year covering payment of Annual Report fee.

k. The concerned ACO shall enter the alien’s AR appearance in the respective mastercard, ensuring that all arrears, if any, have been settled prior to acceptance of the AR 2019 payment.

l. All RA7919 visa holders with pending application for re-stamping of the new RA7919 security visa imprint in compliance with Immigration Administrative Circular No. SBM-2015-001 shall be allowed to participate in the AR 2020 provided they present the following:

a. Certification of pending application for ASIO re-stamping issued by RA7919 Unit; and

b. Original ACR I-Card.

IX. FRAUD DURING AR 2019

On-duty Registration Officers (ROs) shall immediately refer any incident of fraud under RA562, Section 6, par. 3, to the AR Supervisor, who shall coordinate with CSU for preparation of incident report to the ARD Chief.

X. REPORTORIAL REQUIREMENTS

Datatrail Corporation and MISD shall submit an electronic and hard copy of daily (NLT 8am of the following day), weekly (NLT 8am every Monday) and monthly (NLT February 3 and March 2 2020) statistical reports to ARD Chief for monitoring purposes. However, all concerned Alien Control Officers (ACO)/BI Processing Office Heads shall submit a weekly electronic report on AR 2020 (NLT 8am every Tuesday) to the ARD Chief thru the AR 2020 TWG Head.
The ARD Chief shall submit to the Commissioner a comprehensive report within two (2) weeks after the expiration of the AR 2020 period.

XI. PENALTY FOR NON-COMPLIANCE

Failure to comply with any of the provisions of this Immigration Operations Order shall subject the concerned alien to administrative fines and penalties.

SIGNED
JAIME H. MORENTE
Commissioner
Date Signed: 11 DEC. 2019
LIST OF EXTENSION/SATELLITE AND SUBPORT OFFICES
AUTHORIZED TO PROCESS AR 2020

1. Bacolod Field Office
2. Baguio Field Office
3. Bataan Field Office
4. Batangas Field Office
5. Bohol Field Office
6. Boracay Field Office
7. Butuan Field Office
8. Cagayan De Oro District Office
9. Calapan Field Office
10. Calbayog Field Office
11. Cebu District Office Region 7 Front Line Services
12. Cebu District Office – Gaisano Mall
13. Clark District Office
14. Cotabato Field Office
15. Dagupan Field Office
16. Dasmarinas Satellite Office
17. Davao District Office
18. Dumaguete Field Office
19. General Santos Field Office
20. Glan Sarangani Field Office
21. Iligan Field Office
22. Iloilo Field Office
23. Isabela Field Office
24. Kalibo Field Office
25. Laguna Field Office
26. Laoag Field Office
27. Legaspi Field Office
28. Lucena Field Office
29. Makati Extension Office
30. Marinduque Field Office
31. Naga Field Office
32. Olongapo Field Office
33. One Stop Shop – Bataan Economic Zone
34. One Stop Shop – Clark Dev’t Corp
35. One Stop Shop – Subic Bay Metropolitan Authority
36. Ozamiz Field Office
37. PEZA Extension Office
38. Puerto Princesa Field Office
39. Quezon City Satellite Office
40. Rizal Field Office
41. San Fernando, la Union Field Office
42. SM Aura Extension Office
43. Student Visa Section
44. Surigao Field Office
45. Tacloban District Office
46. Tuguegarao Field Office
47. Vigan Field Office
48. Zamboanga Field Office

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