



BY: DEP. COM.

15/01/20

OPERATIONS ORDER No. JHM-2020 003

**AMENDED SUPPLEMENTAL GUIDELINES FOR
SPECIAL WORK PERMIT (SWP) APPLICATIONS**

WHEREAS, the 01 May 2019 Joint Guidelines (JG) of the Department of Labor and Employment (DOLE), Department of Justice (DOJ), Bureau of Internal Revenue (BIR) and the Bureau of Immigration (BI), acknowledge the authority of BI to issue SWP to foreign workers;

WHEREAS, the JG enumerated the fourteen (14) activities or positions for which SWP may be issued by BI;

WHEREAS, among these specific activities, there appears to be a need to define and clarify the positions of Consultants or Specialists;

NOW THEREFORE, pursuant to the rule-making power of the Commissioner of Immigration under CA 613, Sec. 3, and Executive Order no. 292, Title III, Book IV, Chapter 6, Secs.29 and 26, the following shall be observed:

Section 1. Definition – Consultants or Specialists as used in the JG and Operations Order No. JHM-2019-008, are professionals who provide expert advice in a particular area such as business, education, law, regulatory compliance, human resources, marketing (and public relations), finance, health care, engineering, science security (electronic or physical), or any of many other specialized fields.¹

Section 2. Qualifications for SWP – Consultants or Specialists must establish or prove that they possess the following:

1. Educational Attainment;
2. At least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business; and
3. At least 25 years old at the time of the filing of the application.

Section 3. Documentary requirements - For Consultant or Specialist position, applicant must submit the following:

a.1.) Certified True Copy of Diploma or Certificate of Completion as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney; and

a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized pursuant to Board Resolution or Special Power of Attorney.

Section 4. Repealing Clause – All rules, procedures, guidelines and previous issuances inconsistent herewith are hereby repealed and/or modified accordingly.

Section 5. Effectivity – This Operations Order shall take effect immediately upon approval.

FEB 26 2020

SIGNED
JAIME H. MORENTE
Commissioner

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¹ <https://en.wikipedia.org/>