

Fifth Edition

**LINKAPIL**  
**Lingkod sa Kapwa Pilipino Program**  
**Link for Philippine Development**  
**OPERATIONS MANUAL**

Also Contains the Procedures and Requirements  
for the Entry of Overseas Donations

**COMMISSION ON FILIPINOS OVERSEAS**  
Department of Foreign Affairs  
Manila, Philippines

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Published by the Commission on Filipinos Overseas  
Citigold Centre, 1345 Quirino Avenue  
Manila, Philippines 1007  
ISBN 971-92308-2-7

# FOREWORD

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In the course of our work with Filipino communities and organizations overseas, we have often been asked about how donors, both Filipino and foreign, could channel their assistance to various recipients in the Philippines. This prompted the Commission on Filipinos Overseas to produce in 1989 a comprehensive document containing information about the donation process. In the same year, it introduced the *Lingkod sa Kapwa Pilipino* or LINKAPIL Program, a means by which for Filipinos overseas could participate in national development efforts. The LINKAPIL Program is now also known as Link for Philippine Development.

The manual addresses the information needs of Filipinos and other donors overseas concerning the transfer of various forms of assistance to the Philippines. It provides direction to donors, as well as beneficiaries in the Philippines, on the procedures and requirements in the processing of material donations from overseas.

Guided by our past experience and with the cooperation of various government agencies, we have introduced changes throughout the fifth edition to reflect the most recent policies, and make the manual as relevant and useful as possible. For ease of reference, we have simplified our presentation of the procedures and requirements for various types of overseas donations. We have also included specific policies of government agencies involved in overseas donations, as well as those on the conduct of foreign medical missions in the country.

We continue to be indebted to government agencies that have contributed to earlier editions of this manual. For their many helpful suggestions in this fifth edition, we would like to express our gratitude to the officers and staff of the Department of Finance, Department of Health, Department of Social Welfare and Development, National Economic and Development Authority, Bureau of Food and Drugs, Bureau of Customs, and the Professional Regulation Commission.

Commission on Filipinos Overseas  
Manila, October 2001

# CONTENTS

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LINKAPIL: A Partnership for National Development .....	1
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Goals and Objectives .....	2
Operational Framework .....	3
Program Components .....	7
Program Mechanics .....	10

Overseas Donations: Procedures and Requirements .....	17
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Conditions for Duty Free Importation .....	19
Required Documents .....	24
Filing of Application .....	29
Release of Donation .....	30

Foreign Medical Missions: Specific Guidelines .....	33
--	----

Required Documents .....	35
Special Permit .....	37

The Commission on Filipinos Overseas.....	39
---	----

Annex .....	45
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Definition of Terms .....	47
List of Prohibited/Contraband Items .....	50
Directory of Government Agencies .....	52
Foreign Service Circular No. 61-00 .....	54
Foreign Service Circular No. 172-99 .....	59
LINKAPIL Forms .....	63
Sample Deed of Donation .....	67



# LINKAPIL: A PARTNERSHIP FOR NATIONAL DEVELOPMENT

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The unprecedented movement of human resources across national boundaries in the last several decades has led to a vision of a borderless community of Filipinos whose collective strength of over seven million could provide vast resources to help fuel growth and development in the Philippine economy. While many have gone to live or work in other countries, with some eventually acquiring other citizenship, Filipinos overseas continue to maintain ties with those in the Philippines, and continue to pursue an active interest and involvement in the future of the country.

Deeply inspired by the promise of this vision, the Commission on Filipinos Overseas designed the **Lingkod sa Kapwa Pilipino** (now also known as **Link for Philippine Development**) or LINKAPIL Program in 1989. LINKAPIL seeks a broader and deeper partnership between Filipinos overseas and Filipinos in the home country based on a common desire to advance the collective good of the Filipino people and to contribute to the realization of national development. Literally “service to fellow Filipinos”, LINKAPIL provides a means for the transfer of various forms of resources from Filipinos overseas to support small scale, high impact projects to address the country’s social and economic development needs.

The LINKAPIL Program was designed to facilitate the

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transfer of various forms of assistance from Filipinos or other donors overseas to support projects in livelihood development, education, health and welfare, small-scale infrastructure, and technology and skills transfer.

## **GOALS AND OBJECTIVES**

LINKAPIL provides a system for overseas Filipinos who desire to do their share in serving fellow Filipinos by supporting various activities and projects in the Philippines. It intends to facilitate the flow of assistance from overseas to specific beneficiaries in the Philippines.

The LINKAPIL Program aims to:

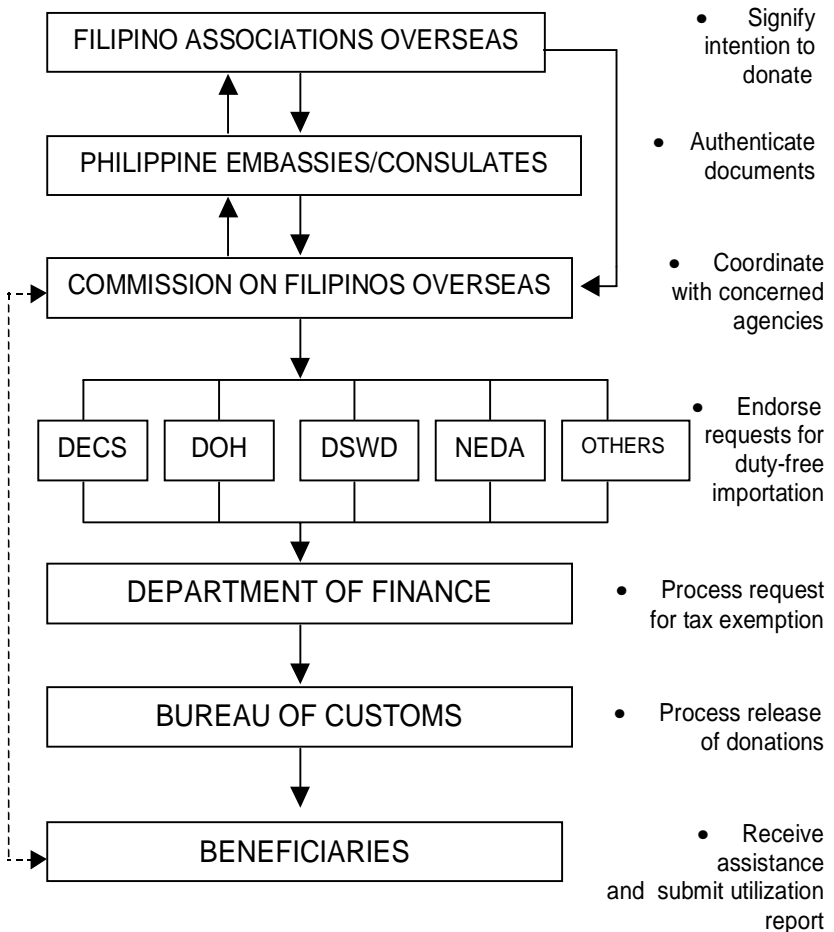
- Enhance participation among overseas Filipinos in the national development efforts;
- Provide a mechanism for better coordination and feedback among overseas donors, government agencies and beneficiaries;
- Promote awareness and understanding of existing procedures and guidelines for the processing of donations from abroad;
- Promote confidence among overseas donors through an effective and responsive monitoring and feedback mechanism; and
- Espouse genuine collaborative partnerships between overseas Filipinos and those in the Philippine homeland in accordance with national development objectives.



## OPERATIONAL FRAMEWORK

The LINKAPIL Program relies on cooperative linkages among Filipinos overseas, the national government, local government units, non-government organizations, and the private sector to enable the transfer of resources and skills from overseas to beneficiaries in the Philippines.

### LINKAPIL COORDINATION PROCEDURES



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The entities involved in the LINKAPIL Program and their respective roles are as follows:

#### OVERSEAS DONORS/SPONSORS

- Provide financial, material or technical support directly to the beneficiaries or through the CFO
- Identify or select the project(s) and specific locality in the Philippines where assistance would be provided
- Identify local counterparts in the selected locality who will be responsible for overseeing the implementation of the project
- Conduct, in coordination with CFO, inspection of project sites

#### COMMISSION ON FILIPINOS OVERSEAS

- Serve as the principal conduit between overseas donors and the local beneficiaries of the project
- Identify or recommend to overseas donors projects which could be undertaken in various localities in the Philippines
- Coordinate with government agencies that could provide project support services
- Identify possible local counterparts who have the capability to deliver obligations in the implementation of the project

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- Arrange the transfer of resources from sponsoring Filipino groups overseas to the local counterpart or beneficiaries
  - Assist in the implementation, monitoring and evaluation of projects
  - Submit, on a regular basis, feedback on the status or progress of projects to the sponsoring Filipino or other donors overseas

#### PHILIPPINE EMBASSIES/CONSULATES

- Engage the overseas Filipino community as a direct partner in mobilizing human and financial resources to promote development projects/activities in the Philippines
- Assist overseas donors in identifying projects in the Philippines
- Promote unity among Filipino and foreign organizations and individuals to support and achieve development objectives

#### GOVERNMENT AGENCIES/LOCAL GOVERNMENT UNITS

- Assist members of the community in identifying projects, and formulating feasibility studies and proposals
- Provide technical assistance or training as may be required in project implementation, recipients of development assistance

- 
- Coordinate and facilitate the transfer and release of goods and services to beneficiaries

## LOCAL COUNTERPARTS/NON-GOVERNMENT ORGANIZATIONS

- Receive resources/assistance directly from overseas donors or through CFO
- Assist in identifying development projects in their community, as well as potential beneficiaries
- Coordinate with relevant government and other agencies for the conduct of training programs and other technical requirements for projects supported under the LINKAPIL Program
- Conduct regular supervision, monitoring, and evaluation during the project duration
- Prepare and submit to CFO periodic progress reports on project implementation and evaluation

## BENEFICIARIES

- Identify projects that would be feasible to develop in their locality/community
- Receive financial and other forms of assistance directly from sponsoring associations overseas, through the CFO, or through the local counterpart identified by the overseas donor
- Provide the CFO, directly or through the local

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counterpart, with regular updates on the status of the project

Less developed communities, underprivileged and marginalized sectors, disabled and elderly, non-government organizations and foundations, educational institutions, hospitals are among the possible beneficiaries or partners under the LINKAPIL Program.

## PROGRAM COMPONENTS

The LINKAPIL Program provides Filipinos and other donors overseas with opportunities to reach out and make a difference in the lives of those in need.

### EDUCATION

Overseas donors may consider supporting the education of Filipino children and youth interested to go to school but are hindered by poverty. Assistance to education projects may be through the following:

1. Establishment of scholarship fund or grant under the LINKAPIL Program's ***“Adopt-A-Scholar”*** project. A mechanism is available for associations or individuals abroad to establish scholarship grants in identified public schools or colleges or to provide financial assistance to disadvantaged but scholastically qualified students.
2. Donation of books and other educational materials, such as computers and science laboratory equipment, to public schools.

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Donations may be channeled to state colleges and universities in the Philippines or accredited and licensed non-government organizations. CFO will coordinate, on behalf of the overseas donor, with the identified school or non-government organization which will serve as the fund manager for the scholarship grant.

## MICRO ENTERPRISES/LIVELIHOOD

This program area seeks to assist in improving socio-economic conditions in the countryside by encouraging the establishment of small-scale or alternative income generating activities, and fostering the concept of self-help among members of the community. Assistance to livelihood projects may be through any of the following:

1. Grant of capital fund or capitalization to a specified beneficiary.
2. Donation of equipment or resources needed to start or sustain livelihood projects or to improve productivity and income.
3. Provision of low-interest bearing loans to registered cooperatives and organizations. Repayment schemes for the loans would be arranged in cooperation with a local bank.

Donations may be directed to local communities and barangays, non-government organizations, and cooperatives. A list of projects for funding is available upon request at the Commission on Filipinos Overseas through its Philippine Sectoral Development and Needs Profiling System.

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## HEALTH AND WELFARE

This program area involves the promotion of health care among Filipinos especially in rural and economically disadvantaged areas. The program enables indigent groups, i.e., orphans, street children, elderly, disabled, to have greater access to health services and social benefits. Assistance may be in the following forms:

1. Conduct of medical or surgical missions to provide free services and medicines to patients.
2. Donation of medical supplies and equipment to primary and secondary private and government hospitals, which are accredited by the Department of Health.
3. Provision of relief assistance to calamity areas in the form of cash donations, food and other basic necessities in cooperation with humanitarian agencies and non-government organizations licensed and accredited by the Department of Social Welfare and Development.

## SMALL-SCALE INFRASTRUCTURE

Filipinos and other donors overseas may direct resources for the construction of facilities needed for the improvement of day to day life. Assistance to underserved areas may be in the following areas:

1. Provision of funds for the construction of water facilities (i.e., deepwells, manual or electric pumps, water tanks), health centers, latrines, classrooms, among others.

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2. Donation or purchase of materials for the construction of small-scale infrastructure projects.

Beneficiaries may include schools, barangays and other institutional populations who have little or no access to funding from national or local sources.

## TRANSFER OF TECHNOLOGY

This program area seeks to facilitate the transfer of skills and knowledge to government agencies, local academe and communities through the volunteer services of overseas Filipino experts in science and technology, education, agriculture, and other fields crucial to development. Interested parties can inquire from the CFO about assistance in any of the following:

1. Conduct of training/seminar-workshops in various fields of expertise
2. Extension of volunteer service in government and non-government agencies, or rural communities.

## PROGRAM MECHANICS

### PROMOTION

As a strategy to promote the LINKAPIL program, CFO will pursue efforts to strengthen its linkages with Filipino associations and other possible donors overseas, as well as its local partners in the Philippines. Toward this end, information materials will be developed and disseminated to enhance awareness about the program, and encourage participation of Filipinos and other donors overseas in national development. The services of Philippine Embassies,



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Consulates and other officials will continue to be tapped in the promotion of the different components of the LINKAPIL Program.

## IDENTIFICATION OF DONORS AND BENEFICIARIES

### Identification of Filipino Associations

To effectively attain the objectives of the LINKAPIL Program, CFO has identified and linked up with various Filipino associations/organizations in the Americas, Europe, Middle East, and Asia and the Pacific.

### Identification of NGO's/Local Foundations

The CFO will continue its efforts to partner and cooperate with various institutions, non-government organizations, and local foundations and associations, which could be potential beneficiaries of resources obtained through the LINKAPIL Program.

### Linkage and Institutional Build-up

To ensure the continuity of support mechanism for projects and services under the LINKAPIL Program, regular consultations are held and linkages established with government agencies and non-government organizations. Meetings and consultations with government agencies involved in the processing of donations have been regularized.

## CHANNELING OF RESOURCES

There are two ways by which resources from sponsors/donors overseas may be channeled to beneficiaries.

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1. Direct Transfer: (donor to beneficiary)

The overseas donor sends or transfers resources or assistance directly to a specified beneficiary or local counterpart who will provide the necessary assistance for project implementation. CFO will only need to be informed by the donor so that monitoring and evaluation could be undertaken and a feedback or reporting system may be established.

2. Indirect Transfer: (donor to beneficiary through CFO)

In this mode, the overseas donor transfers the resources or assistance through CFO, for eventual turnover to a specified beneficiary. CFO will monitor project implementation and provide the donor with report(s) on resource utilization, project implementation, and evaluation.

## Material Donations

In the case of material donations, CFO will inform the overseas donors of the documentation requirements, and assist in ensuring that the donation will be channeled to specified beneficiaries.

Overseas donors are advised to coordinate with CFO at least one (1) month prior to shipping their donations to the Philippines to ensure the smooth processing for the entry and release of donations, and to determine if recipients and items for donation are qualified for duty free entry under existing regulations. For this purpose, copies of the Deed of Donation, duly authenticated by the Philippine Embassy or Consulate, and packing list indicating the itemized contents of the

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shipment would be required. The original copy of the shipping documents (airway bill or bill of lading) should be sent to the donee/recipient immediately after the shipment of donations.

## LOCAL COORDINATION

To ensure that resources are effectively utilized, the CFO will coordinate with local counterparts or experts who can assist in or manage the implementation of the identified projects.

## MANAGEMENT AND SUPERVISION OF PROJECTS

In coordination with local government agencies and non-government organizations, CFO will see to it that the projects under the LINKAPIL Program are properly implemented. Existing resources and institutional frameworks in government agencies and non-government organizations will be tapped for project implementation, monitoring and evaluation.

## PROGRAM MONITORING AND EVALUATION

A feedback system is available within the LINKAPIL Program to inform the donor of the status of the projects/activities undertaken. Regular status reports will be required from the beneficiaries, which in turn, will be validated by CFO through on-the-spot monitoring and evaluation. CFO will prepare and transmit to the donor progress reports on the status of the project or a project completion report, indicating among others, information on the manner and extent of resource utilization by the beneficiaries.



Department of Foreign Affairs  
**COMMISSION ON FILIPINOS OVERSEAS**

Lingkod sa Kapwa Pilipino Program  
Link for Philippine Development

**SPONSOR REPLY FORM**

**Yes! I/ We want to support the following programs of the Lingkod sa Kapwa Pilipino Program:**

**LIVELIHOOD**

Nature of Assistance : \_\_\_\_\_

Intended Beneficiaries : \_\_\_\_\_

**EDUCATION**

Nature of Assistance : \_\_\_\_\_

Intended Beneficiaries : \_\_\_\_\_

**SMALL INFRASTRUCTURE**

Nature of Assistance : \_\_\_\_\_

Intended Beneficiaries : \_\_\_\_\_

**HEALTH and WELFARE**

Nature of Assistance : \_\_\_\_\_

Intended Beneficiaries : \_\_\_\_\_

**TRANSFER OF TECHNOLOGY**

Nature of Assistance : \_\_\_\_\_

Intended Beneficiaries : \_\_\_\_\_

Other Projects/Assistance (Please Specify): \_\_\_\_\_

Name of Donor/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone/Fax Numbers: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Please complete this form and send to the Commission on Filipinos Overseas, Citigold Center, 1345 Quirino Avenue, corner South Superhighway, Manila, Philippines 1007.*



# OVERSEAS DONATIONS: PROCEDURES AND REQUIREMENTS

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Philippine laws and regulations allow tax and duty exemption privileges for certain donations from overseas.

1. The Tariff and Customs Code of the Philippines (Presidential Decree No. 1464), as amended, provides for exemption from the payment of import duties for the following items:
  - a. "Imported articles donated to, or for the account of, any duly registered relief organization, not operated for profit, for free distribution among the needy". A certification by the Department of Social Welfare and Development (DSWD) or the Department of Education, Culture and Sports (DECS), as the case may be, would be required. [Section 105 (l)]
  - b. Books and publications certified by DECS as intended for economic, technical, vocational, scientific, philosophical, historical, or cultural purposes, or those covered by the International Agreement on Importation of Educational Scientific and Cultural Materials or other agreements binding upon the Philippines [Section 105 (s)].

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Included in this exemption are bibles, missals, prayer books, Koran, Ahadith and other religious books of similar nature.

- c. Those items that may be granted by the President of the Philippines upon the recommendation of National Economic and Development Authority in the interest of national economic development. [Last paragraph of Section 105]
  - d. Those items granted to government agencies, instrumentalities or government-owned or controlled corporations under the provisions of existing contracts, commitments, agreements, or obligations (requiring such exemption) with foreign countries. [Last paragraph of Section 105]
- 2. Section 109 (y) of the National Internal Revenue Code of 1997 exempts from the value-added tax the “sale, importation, printing or publication of books and any newspaper, magazine, review or bulletin which appears at regular intervals with fixed prices for subscription and sale and which is not devoted principally to the publication of paid advertisements”.
  - 3. Presidential Memorandum Order No. 36, s. 1992 also authorizes the “importation and donation of food, medicine and equipment for use in the government relief and rehabilitation programs for calamity affected areas”. Endorsement would be required from the Department of Social Welfare and Development for relief items, the Department of Health for medicines, and the Department of National Defense for rehabilitation equipment. The Office of the President



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issues the necessary clearances for donations under this facility, which will serve as basis for the Bureau of Customs to process and release the donation.

4. Diplomatic Notes No. 1071 of the US Embassy and No. 3001 of the Department of Foreign Affairs provide that the Philippine government will accord duty-free entry into the Philippines, as well as exemption from internal taxation, of supplies of goods approved by the US government, donated to or purchased by the United States voluntary, nonprofit relief and rehabilitation agencies qualified under United States government regulations, and consigned to such organizations, including branches of these agencies in the Philippines which have been approved by the Philippine government.
5. Article XIV Section 4(4) of the Philippine Constitution provides that "subject to conditions prescribed by law, all grants endowments, donations, or contributions used actually, directly, and exclusively for educational purposes shall be exempt from tax".

## **CONDITIONS FOR DUTY-FREE IMPORTATION**

Donations from abroad may qualify for duty exemption depending on the donee/consignee or recipient, and the nature of the item to be donated.

1. The specified donee/consignee or recipient must be qualified to receive donations on a tax or duty free basis.

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2. The items to be donated may be recommended for duty-free entry provided they are:
    - a. Directly required or necessary in the religious, charity, medical or training activities of the donee/ consignee, and should contribute to the promotion of rural or regional development, generation of employment, and strengthening of health services or moral values, and other socio-economic development;
    - b. Essential machinery and equipment, including its spare parts and accessories, as defined under NEDA Rules and Regulations;
    - c. Not contraband, prohibited, regulated or restricted under existing laws (i.e., motor vehicles, clothing, tires), except those necessary for the promotion of public health and safety; and
    - d. Not locally available and with no local substitutes as certified by the Board of Investments. However, in case of local availability, the importation may still be recommended for duty-free treatment if it satisfies the foregoing conditions, in addition to which the BOI should interpose no objection to granting of duty exemption.

**Note:** Certification for duty-free importation is made on a per shipment basis to ensure that each request satisfies the policy guidelines of NEDA.

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## QUALIFIED RECIPIENTS

The following organizations and entities may qualify for duty free importation of donations:

- Non-profit, welfare, and charitable organizations which have been in operation for at least six (6) months and are licensed or accredited by DSWD;
- Non-stock, non-profit educational and training institution duly registered under Philippine laws and operated exclusively for educational purpose, maintained and administered by private individuals or groups, offering formal education, and issued permit to operate by DECS in accordance with existing laws and regulations;
- Educational, scientific, and cultural institutions or societies, and similar organizations duly approved by competent authorities such as DECS and the United Nations Educational, Scientific and Cultural Organization (UNESCO) National Commission of the Philippines;
- Other non-profit religious and/or charitable institutions registered with the Securities and Exchange Commission, **except** private individuals and civic, service, cultural, and scientific organizations or foundations;
- Government hospitals duly registered and licensed to operate by DOH as provided for in Republic Act 4226 or the Hospital Licensure Act;

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- Private primary and secondary hospitals duly registered and licensed to operate by DOH as provided for in Republic Act 4226;
  - Government departments, offices, and agencies, including local government units, **except** government owned and controlled corporations;
  - Duly registered cooperatives certified by the implementing government agency concerned as deserving such incentive; and
  - Other organizations covered by bilateral or international agreements to which the Philippines is a signatory, and by Presidential decrees and other special laws.

#### ITEMS WHICH MAY BE IMPORTED FREE OF DUTY

The following items donated from overseas may be allowed duty free entry:

- Books, publications and documents;
- Essential machinery and equipment, including its spare parts and accessories;

**Note:** Only non-profit religious and charitable (except civic and service) institutions, government agencies and hospitals, and private primary and secondary hospitals may be allowed to receive donated essential machinery and equipment including spare parts and accessories on a duty free basis.

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- Essential consumer goods not available locally in times of calamities or fortuitous events;
  - Food and food products, drugs and medicines and other pharmaceuticals having similar preparations registered with the Bureau of Food and Drugs (BFAD);

**Note:** No pharmaceutical product intended for donation will be accepted or distributed unless it is registered with BFAD, in accordance with the provisions of Republic Act 3720. All donated drugs issued clearance by BFAD are subject to strict monitoring by BFAD for intended usage.

- Medical equipment and devices;
- Relief goods for free distribution to the needy or to be used in evacuation centers, provided these are not in commercial quantity;
- Reagents for research purposes;
- Scientific instruments or apparatus intended exclusively for educational purposes or pure scientific research; articles for the blind; and visual and auditory materials and works of art and collectors' pieces of education, scientific, and cultural character pursuant to the Florence Educational Scientific and Cultural Agreement adopted by the General Conference of UNESCO at Florence, Italy in 1950;

**Important:** Consumer items such as gas stoves, television sets, air conditioning units, refrigerators, office or home furniture, bicycles, towels, drapes/curtains, sheets, blanket, toys, among others,

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are not considered priority items for economic development and therefore do not qualify for duty exemption.

The importation of textile articles commonly known as “used clothing” from any country of origin is absolutely prohibited. (Republic Act 4653, Customs Memorandum Order No. 14, s. 1986, DSWD Department Order No. 28, s. 1999)

## REQUIRED DOCUMENTS

The following documents will be required in requesting for duty-free certification for incoming donations from overseas:

1. From the donor
  - Deed of donation duly authenticated by the Philippine Embassy or Consulate;
  - Itemized list of donation (also referred to as packing list or inventory of donated items);
  - Proforma invoice or commercial invoice (not required for used items); and
  - Shipping documents (bill of lading or airway bill).

**Important:** The name listed as donee/consignee or recipient in the Deed of donation must be the same as that appearing in the shipping documents.

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2. From the donee/consignee or recipient

- Letter of request for duty-free certification addressed either to the Department of Finance (DOF) or the National Economic and Development Authority (NEDA);
- Deed of acceptance of the donation;
- Distribution plan for the donation;
- Copy of SEC registration and Articles of Incorporation and/or By-laws, in case of non-stock, non-profit charitable or religious institutions requesting exemption from payment of duties for the first time;
- DSWD License to Operate and Certificate of Accreditation, if non-government organization;
- Current and valid DOH License to Operate, if hospital.

#### ADDITIONAL REQUIREMENTS

The following additional documents would be needed, depending on the nature and type of the donation:

1. For essential machinery and equipment

- Product catalogue and/or technical description of products to be donated
- Certificate of registration for cooperatives or NACIDA-registered firms

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- Endorsement of the Board of Investments
2. For books, magazines, newspapers and other periodicals
- Packing list indicating titles of books and publications
  - Authority of representative (in lieu of donee);
  - Duly notarized affidavit and deed of undertaking indicating that the donated articles shall be used actually, directly and exclusively for educational purposes and shall not be resold or transferred for material consideration; and
  - Endorsement of Mabuhay Lane, Department of Finance.
3. For computer equipment and other educational, scientific, and cultural materials
- Deed of undertaking indicating that the donated articles shall be used actually, directly and exclusively for educational purposes and shall not be resold or transferred for material consideration;
  - DECS accreditation, if the recipient is an educational institution;
  - UNESCO endorsement, if the recipient is a non-government organization; and



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- Copy of BIR certificate, and international agreement or executive order allowing tax-exempt privileges, if applicable.

#### 4. For medicines

- Distribution plan for medicines;
- Letter to the DOH-Bureau of International Health Cooperation (DOH-BIHC) requesting endorsement to BFAD for the issuance of clearance.

The letter request should be submitted with the complete list of drugs and quantity to be donated, with the following information:

- Generic name/brand name
  - Formulation (with English translation)
  - Dosage forms/strengths
  - Batch/lot number and expiration date (shelf life of at least 6 months upon arrival in the Philippines)
  - Name and address of manufacturer
- BFAD Certificate of Product Registration (CPR).

**Note:** The recipient or donee/consignee will need to coordinate with BFAD for the inspection and collection of samples for Lab Analysis prior to the issuance of the CPR or accelerated CPR.

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5. For medical equipment capable of emitting radiation, such as X-ray and ultrasound equipment:

- Letter to the DOH-BIHC requesting endorsement to the Bureau of Health Devices and Technology (BHDT) for the issuance of clearance. This document must be submitted with the following:
  - Complete brochure/literature about the equipment model
  - For X-ray equipment, a copy of the license to operate an x-ray facility issued by the BHDT
  - Name(s) and credentials of the person(s) who will operate the equipment
- An import fee of P165.00 per unit will be paid to the BHDT upon approval of clearance.

6. For food and other items

- Duly notarized distribution plan, confirmed by the local Social Welfare and Development Office and endorsed by the DSWD Field Office which will provide technical assistance on the utilization of specific shipment;
- Duly notarized distribution report on previous shipment (if any);
- Prior agreed/approved arrangements with DSWD Regional Office concerned on items other than food, medicines, and relief items;

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- Letter to the DOH-BIHC requesting endorsement to BFAD for the issuance of clearance. The request is submitted with the complete list of food items and quantity to be donated, with expiration date of at least 6 months upon arrival in the Philippines
  - BFAD Certificate of Product Registration (CPR).

## **FILING OF APPLICATION**

The donee/consignee or recipient files a letter of request for duty free importation either with the NEDA or the DOF. The NEDA processes, evaluates, and endorses requests for duty free importation for machinery and equipment. The DOF processes, evaluates, and endorses requests for duty free importation of relief goods (medicines, food, among others) intended for DSWD accredited and licensed non-government organizations, as well as books, publications, and education-related materials/equipment.

The letter to NEDA is addressed to:

The Director  
Trade, Industry, and Utility Staff  
National Economic and Development Authority  
Amber Ave., Pasig City

The letter to DOF is addressed to:

The Secretary  
Department of Finance  
Attention: Revenue Operations Group  
DOF Bldg., Roxas Blvd., Manila

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**Important:** For books and publications, the letter to DOF must be addressed to the Secretary of Finance (Attention: Mabuhay Lane).

## RELEASE OF DONATION

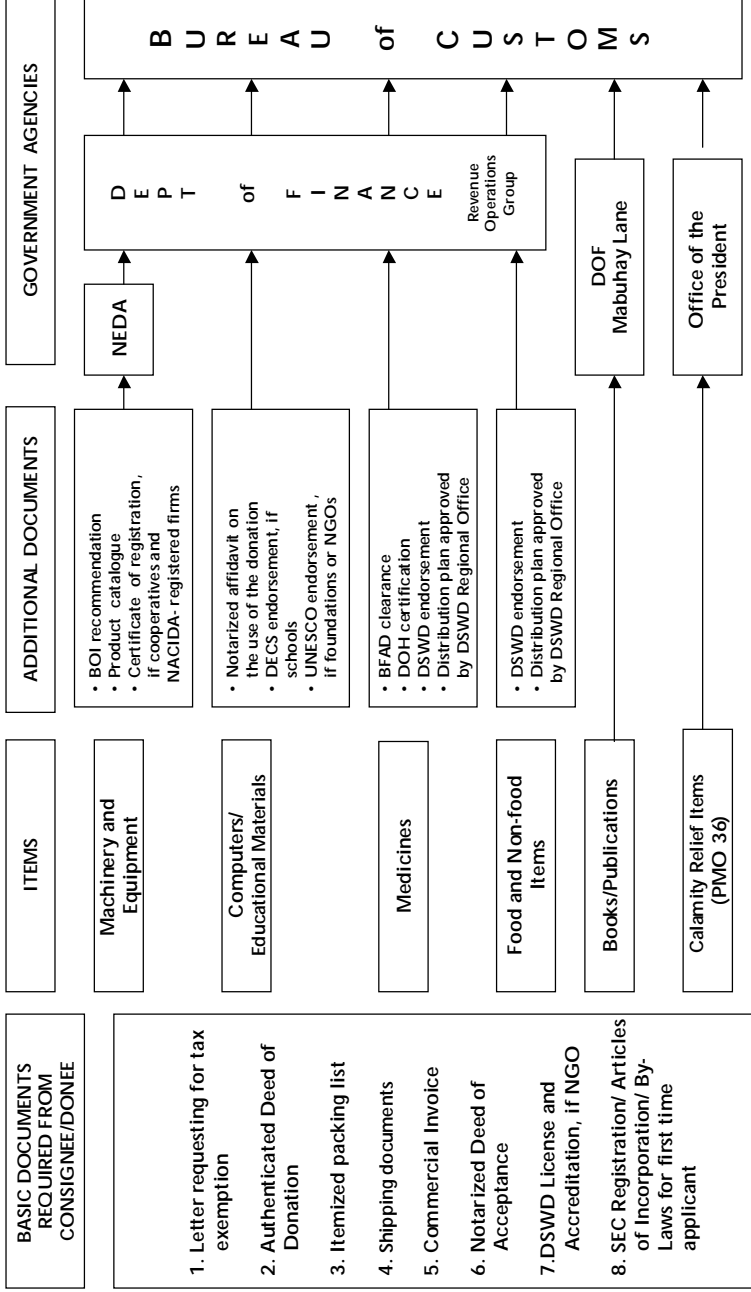
Upon receipt of the endorsement by the agency concerned for the duty-free certification on the donation, the DOF issues the appropriate clearance and forwards the same to the Central Records Division, Bureau of Customs (BOC) by official messenger. A duplicate copy of the DOF clearance may be furnished to the donee/consignee or recipient upon request.

The Tax Exempt Division of the BOC endorses the release of donation and forwards this document to the Informal Entry Division of the District Office concerned (South Harbor, MICP, NAIA, etc.). The Informal Entry Division checks/verifies, appraises and examines the donated shipment.

After completing the documentation and the payment of processing fees and charges (i.e., terminal handling fee, stripping, arrastre/wharfage, among others), the Bureau of Customs releases the shipment to the donee/consignee or its authorized representative. Processing for the release of donation at the Bureau of Customs usually takes about two to three (2-3) working days if all requirements are complete.

**Important:** Donations, even if accorded duty free privilege, are still subject to value added tax (VAT), which is computed at 10% of the landed cost of the shipment.

## REQUIREMENTS FOR THE AVAILMENT OF DUTY EXEMPTION FOR DONATIONS FROM OVERSEAS



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REFERENCES:

- Florence Educational Scientific and Cultural Agreement, Italy, 1950, UNESCO National Commission of the Philippines
- General Guidelines on Donation of Pharmaceutical Products, Bureau of Food And Drugs Memorandum Order No. 004-88
- Guidelines on Availing of the Tax Incentives Provision of the Adopt-A-School Program; Guidebook on Procedures and Requirements Governing Importation of Donations, Department of Education, Culture and Sports
- Procedural and Document Requirements for the Processing and Clearance of Donations by the Department of Health
- Rules and Regulations Implementing Section 4(3) Article XIV of the New Constitution, Department of Finance Order Nos. 137-87, as amended
- Primer on the Availment of Duty/Tax Exemption by NGOs, December 1989, National Economic and Development Authority
- Primer on the NEDA Rules and Regulations Governing the Implementation of the last Clause of the Last Paragraph of Section 105 of the Tariff and Customs Code and NEDA Board Resolution No. 58 s., 1988

# FOREIGN MEDICAL MISSIONS: SPECIFIC GUIDELINES

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The following regulations are applicable to Filipino and foreign non-government organizations and overseas medical groups intending to provide health care services in underserved areas in the Philippines, where professional services, ancillary procedures, surgical interventions, and medicines are given at no cost to the patient (DOH Administrative Order No. 179, s. 2001):

- Sponsors of foreign medical and surgical missions must obtain clearance from the Office of the Secretary of Health, through the Bureau of International Health Cooperation (BIHC), prior to the implementation of the medical and surgical mission.
- For monitoring purpose, BIHC will notify the local Centers for Health Development of the conduct of the medical mission in their areas of responsibility.
- A foreign medical and surgical mission can only be conducted in a given community with the expressed and written consent of the local government unit and the local medical society.
- All medical and surgical procedures to be employed must conform to accepted local and international standards.

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- All medicines to be dispensed should have clearance from the Bureau of Food and Drugs as to safety and efficacy, and shall have an expiry date of no less than six (6) months. Medicines must be covered by the Certificate of Product Registration.
  - A referral system to follow up patients seen during the medical and surgical mission must be established by the sponsor and collaborating organization(s).
  - All cases seen during the medical/surgical mission must be documented and a summary report submitted to the Center for Health Development within two (2) weeks after the medical/surgical mission with the following basic information:
    - Number and age of cases seen;
    - Diagnosis of patients;
    - List of medicines distributed and of surgical interventions done; and
    - Endorsements to the necessary health facilities.
  - Foreign physicians and health-related professionals are not allowed to practice their professions in the Philippines without a Special Permit issued by the Professional Regulation Commission (PRC).

**Note:** Only foreign physicians whose country grants reciprocity for Philippine physicians to practice, may be granted Special Permits by the PRC.

Presidential Decree No. 541 allows professionals who were former citizens of the Philippines and who have previously passed licensure examinations



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in the Philippines to practice their profession while in the country on a visit, sojourn or permanent residence. The said former Filipino professionals must be practitioners of good standing prior to their departure from the Philippines and in their adopted country.

## REQUIRED DOCUMENTS

The following documents will be required in requesting for clearances or endorsements in connection with foreign medical missions:

1. Application letter to the Director, BIHC-Department of Health, which contains the following information:
  - Type of mission (i.e., medical, surgical or both);
  - Location/venue of the mission;
  - Duration and inclusive dates of the mission; and
  - Name of sponsor or local counterpart(s), if any.

**Important:** The application letter with the supporting documents should be received by BIHC-DOH at least three (3) months before the proposed schedule of the mission.

2. List of the names of the medical and surgical team and credentials of each medical/paramedical member. The following duly authenticated credentials of the members of the medical team members must also be submitted:
  - Two copies of passport size photograph taken not more than three (3) months before the filing of application;

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- Photocopy of valid/current certificate of license to practice profession in their own country; and
  - Documents attesting to the specialized studies, fields of specialization or experiences (if any).
3. List of medicines (generic or brand names) and medical supplies that will be brought in or donated by the medical team, with the corresponding quantity, specification, and approximate value; and
  4. Endorsement of the local government unit or an accredited professional medical organization.

**Note:** The original copies of the documents in will need to be presented for verification, unless the photocopies are authenticated by competent or legally authorized persons or officers.

The DOH will review the request and will consult with the Professional Regulation Commission (PRC), the Board of Medicine, the Philippine Medical Association (PMA), and the Philippine Hospital Association (PHA), whenever necessary. In certain cases, the DOH may recommend alternative activities, locations, or arrangements to coincide with government priorities. The head of the medical mission or the local sponsor/project coordinator will be informed, within two (2) weeks after receipt of the request of either the approval or disapproval of the request, and the reason for the decision. DOH may also recommend activities, tentative schedules, alternative sites/venues or arrangements, if any.

The sponsor or local counterpart is required to submit an exit/termination report after the completion of the mission to the DOH through the Regional Director concerned.

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## SPECIAL PERMIT

A foreign physician and health-related professional can only practice his/her profession in the Philippines with a Special Permit from the Professional Regulation Commission. The following documents are required by PRC for the grant of Special Permit to foreign physicians:

1. Letter from the sponsoring local association, organization or entity requesting the PRC and the concerned Professional Regulatory Board for the issuance of Special Permits to members of the Medical Mission for a short period (not to exceed thirty days), indicating the specific municipality/city/province where the medical mission will be conducted.
2. Endorsement from the following accredited professional organization, if the sponsoring organization is not an accredited professional organization:
  - Philippine Medical Association; for physicians
  - Philippine Dental Association; for dentists
  - Philippine Association of Optometrists; for optometrists
  - Philippine Nurses Association; for nurses
3. Endorsement of the Department of Health
4. Curriculum vitae of the members of the medical mission team duly authenticated by the Philippine Embassy/ Consulate with jurisdiction

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5. Current/valid licenses to practice their profession in their own country

Applications for release of Special Permits for the conduct of foreign medical missions must be submitted to the Professional Regulation Commission not later than ninety (90) days before the proposed medical mission.

The PRC notifies the sponsor of the medical mission of the approved resolution granting the issuance of Special Permit. PRC will charge a registration fee of One Thousand Pesos (P1,000.00) for each permit issued.

For medicines, medical supplies, and medical equipment to be brought in by the medical mission team, please refer to the section on Overseas Donations.

#### REFERENCES:

Guidelines For Granting Permits To Foreign Doctors Conducting Medical Missions Sponsored By Local Private Organization, Resolution No. 06, s. 1991 of the Board of Medicine.

Policies and Guidelines in the Conduct of Local and Foreign Medical and Surgical Missions, Administrative Order No. 179, s. 2001, Department of Health.

Presidential Decree No. 541, Allowing Former Filipino Professionals to Practice their Respective Professions in the Philippines.

# THE COMMISSION ON FILIPINOS OVERSEAS

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The Commission on Filipinos Overseas was created in 1980 through Batas Pambansa Blg. 79, *An Act Creating the Commission on Filipinos Overseas and for other Purposes*, in accordance with the Philippine government's effort to promote the interests and well being of Filipino emigrants, and to harness their full potentials as partners in national development.

The CFO affirms its optimism in the future of Filipinos overseas, and is thus committed to maintaining strong, mutually beneficial ties with this community of Filipinos who have chosen to live in other countries.

## **CLIENTELE**

Batas Pambansa Blg. 79 defines "Filipinos overseas" as those Filipinos who are permanent residents abroad, including Filipino emigrants who are either already citizens of foreign countries or are still Filipino citizens awaiting naturalization, recognition, or admission, and their descendants. The expanded CFO programs and services benefit the following groups:

- Filipinos who are permanent migrants or permanent residents abroad;

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- Filipinos overseas who have become citizens of other countries;
  - Filipino spouses/fiancées of foreign nationals leaving the country;
  - Descendants of Filipinos overseas as defined in Batas Pambansa Blg. 79;
  - Filipino youth overseas; and
  - Exchange Visitor Program participants.

## **FUNCTIONS**

The Commission on Filipinos Overseas is mandated to undertake the following tasks:

- Provide advice and assistance to the President and the Congress of the Philippines in the formulation of policies and measures affecting Filipinos overseas;
- Develop and implement programs that promote the interests and well-being of Filipinos overseas;
- Serve as a forum for preserving and enhancing the social, economic and cultural ties of Filipinos overseas with the Philippines; and
- Provide liaison services to Filipinos overseas with appropriate government and private agencies in the transaction of business and similar ventures in the Philippines.

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## **PROGRAMS AND SERVICES**

CFO discharges its functions and responsibilities through a program framework consisting of four principal areas.

### **1. Migrant Social and Economic Integration**

Ensuring that all Filipinos migrating to other countries are adequately prepared to meet the practical and psychological challenges attendant to international migration.

Programs include the following:

- Pre-Departure Orientation Seminars
- Guidance and Counseling Services
- Peer Counseling
- Post-Arrival Services
- Public Information and Education

### **2. Filipino Education and Heritage**

Promoting Filipino education programs overseas, as well as continued exposure of younger generations of Filipinos overseas to Philippine language, history, culture and institutions.

Programs include the following:

- Philippine Schools Overseas
- Lakbay-Aral Program
- Teaching of Filipino Language

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### 3. Filipino Unity and Development

Fostering better cohesion and unity of purpose within and among the various overseas organizations so that their own interests and well being can be promoted or enhanced within a larger, more formidable Filipino community.

Programs include the following

- Lingkod sa Kapwa Pilipino or Link for Philippine Development (LINKAPIL) Program
- Publication of "Filipino Ties" and other information / communication materials
- Presidential Awards for Filipino Individuals and Organizations Overseas
- Transfer of Knowledge / Volunteers Program
- Networking with Filipinos Overseas

### 4. Policy Development and Data Banking

Providing a continuing study and review of the economic, social, legal, and administrative environment, which have a bearing on the status of Filipinos overseas.

Programs include the following:

- Policy Review and Formulation
- Studies on Absentee Voting and Dual Citizenship
- Study of International Demographic and Migration Trends
- Data Banking and Computerization Program (Information Systems on Filipinos)



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Overseas, Sectoral Development and Needs Profiling, Guidance and Counseling, and Demographic and Economic Profiles, among others)

## **CFO BOARD**

The Commission on Filipinos Overseas is composed of an eight-man Board of Commissioners, headed by the Secretary of Foreign Affairs as Chair and the Secretary of Trade and Industry as Vice-Chair. The other members of the Board are the Secretary of Labor and Employment, Secretary of Education, Culture and Sports, Secretary of Justice, Press Secretary, Secretary of Tourism and the CFO Executive Director. The Board is supported by a Secretariat, which carries out programs, projects and services to address the interests of Filipinos overseas.



# ANNEX

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Definition of Terms  
List of Prohibited/Contraband Items  
Directory of Government Agencies  
Foreign Service Circular No. 172-99  
Foreign Service Circular No. 61-00  
LINKAPIL Forms  
Sample Deed of Donation



## DEFINITION OF TERMS

**Articles of Incorporation** - an instrument which contains the name of the corporation, specific purpose, location of office, and other matters which the incorporators may deem necessary and which must be duly signed and acknowledged by all the incorporators.

**Beneficiary (also Recipient/Donee)** - an individual or group receiving financial, material or technical assistance.

**Bill of Lading** - a contract issued to a shipper or donor by a transporting agency to transport and deliver the goods shipped to the person named; includes route, destination, freight rate or charges, and description of the goods as to quantity, weight, dimension, identification and condition.

**Customs and Brokerage Fee** - payment for the services rendered by a customs broker or a customs brokerage firm for the client in making, signing and filling the required import or export entry and the follow-up work necessary for the final release of the shipment and control of its affairs.

**Code of By-Laws** - a body of laws or rules of action adopted by a corporation for its own government and for the government of its members and those having the direction, management and control of its affairs.

**Customs Duties** - tax levied by the government on imports.

**Deed of Acceptance** - a written document or instrument to carry out an act of accepting an obligation, offer, donation, among others.

**Deed of Donation** - a written document or instrument under seal which, when delivered, transfers an interest in a property gratuitously.

**Deed of Undertaking** - a written document or instrument under seal, which lays a person under obligation to perform or execute a certain act.

**Demurrage Fees** - payment for the delay caused by a freighter's failure to unload the cargo within the stipulated time.

**Donee/Consignee** - an individual or group identified by the donor to receive the donation or shipment.

**Donor** - an individual or organization who gives, grants or bestows financial, material or technical assistance.

**Duly Registered Relief Organization**- non-governmental organizations, accredited and licensed by appropriate government agencies to solicit and receive donations.

**Foreign Donations** - goods or articles donated by Filipino or private groups overseas for the account of any selected beneficiary or duly-registered relief organization for distribution among the needy or for charitable purposes.

**Freight Charges** - refers to the payment for the transfer or shipment of goods.

**Local Medical Society** - a Philippine medical society operating in a given geographic area and is affiliated with the Philippine Medical Association (PMA).

**Medical Mission** - a project or program wherein health services are made available to the underprivileged and marginalized sectors of society, where medicines, supplementary procedures, and other medical services are given at no cost to the patient.

**Medical Equipment** - refers to the articles necessary for medical purposes.

**Non-Government Organizations (NGOs)** - private, non-profit, voluntary organizations established primarily for service. Cooperatives shall be considered as NGOs for purposes of definition.

**Packing List** - a shipping document which includes a detailed inventory or list of goods contained in a particular shipment.

**Pro-forma Invoice** - a shipping document which indicates the description of goods as to the quality, unit price, amount and other identification marks.

**Prohibited/Contraband Items** - commodities which are not permitted entry.

**Regulated/Restricted Items** - commodities which requires clearances/permits from various government agencies prior to importation.

**Shipping Document** - supporting papers such as bill of lading, proforma invoice, and packing list or inventory of contents acknowledging the goods on board to be transported to a certain port and delivered to a designated person.

**Specialty Society** - association of Philippine physicians accredited by the Philippine Medical Association as the recognized association of a given specialty in medicine.

**Storage Fee** - refers to the payment for the use of space in a particular warehouse for safekeeping of goods.

**Value-Added Tax** - an indirect tax which is levied on certain goods, properties, and services. The amount of tax may be shifted or passed on to the buyer, transferee or lessee of goods, properties, and services. It is equivalent to ten percent (10%) of the gross selling price or gross value of properties sold, bartered or exchanged.

## LIST OF PROHIBITED/CONTRABAND ITEMS

The importation to the Philippines of the following articles is prohibited (Section 101, Tariff and Customs Code of the Philippines, Volume 1, July 2001):

- Dynamite, gunpowder, ammunitions and other explosives, firearms and weapons of war, and parts thereof, except when authorized by law;
- Written or printed articles in any form containing any matter advocating or inciting treason, rebellion, insurrection, sedition or subversion against the Government of the Philippines or forcible resistance to any law of the Philippines, or containing any threat to take the life of or inflict bodily harm upon any person in the Philippines;
- Written or printed articles, negatives or cinematographic film, photographs, engravings, lithographs, objects, paintings drawings or other representation of an obscene or immoral character;
- Articles, instruments, drugs and substances designed, intended or adapted for producing unlawful abortion, or any printed matter which advertises or describes or gives directly or indirectly information on abortion;
- Roulette wheels, gambling outfits, loaded dice, marked cards, machines, apparatus, or mechanical devices used in other articles when such distribution is dependent on chance, including jackpot and pinball machines or similar contrivances or parts thereof;



- Lottery and sweepstakes tickets except those authorized by the Philippine Government, advertisements thereof, and list of drawings therein;
- Any article manufactured in whole or in part of gold, silver or other precious metals or alloys thereof, the stamps, brands or marks which do not indicate the actual fineness of quality of said metals or alloys;
- Any adulterated or misbranded articles of food or any adulterated or misbranded drug in violation of the provisions of the Food and Drugs Act;
- Marijuana, opium, poppies, coca leaves, heroin or any other narcotics or synthetic drugs which are or may hereafter be declared habit-forming by the President of the Philippines, or any compound, manufactured salt, derivative, or preparation thereof, except when imported by the Government of the Philippines or any person duly authorized by the Dangerous Drugs Board for medical purposes only;
- Opium pipes and parts thereof, of whatever material; and
- All other articles and parts thereof, the importation of which is prohibited by laws or rules and regulations .

## DIRECTORY OF GOVERNMENT AGENCIES

The following government agencies are involved in the processing of donations from abroad:

Revenue Operations Group  
DEPARTMENT OF FINANCE  
Roxas Boulevard  
corner Pablo Ocampo St., Manila  
Telephone No:526-8476

Informal Entry Division  
BUREAU OF CUSTOMS  
Port Area, Manila

Trade, Industry and Utility Staff  
NATIONAL ECONOMIC AND DEVELOPMENT  
AUTHORITY  
Amber Avenue, Pasig City  
Telephone No.: 631-3739  
Fax No.: 631-2196

Bureau of International Health Cooperation  
DEPARTMENT OF HEALTH  
San Lazaro Compound  
Sta. Cruz, Manila  
Telephone/ Fax No.: 711-9582

Presidential Management Staff  
OFFICE OF THE PRESIDENT  
Malacañang, Manila

PROFESSIONAL REGULATION COMMISSION  
PRC Building, P. Paredes St.  
Corner Morayta Street  
Telephone/Fax No.:314-0019

BUREAU OF FOOD AND DRUGS  
Filinvest Corporate City  
Alabang, Muntinlupa City  
Telephone No. : 807-0725  
Fax No.: 807-0751

DEPARTMENT OF SOCIAL WELFARE AND  
DEVELOPMENT  
Batasang Pambansa, Constitution Hills  
Quezon City  
Telephone No. : 931-8101 to 07  
Fax No.: 931-3181

Legal Division  
DEPARTMENT OF EDUCATION CULTURE AND  
SPORTS  
Emerald Avenue, Pasig City  
Telephone No. : 632-1361

UNESCO National Commission of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS  
2330 Roxas Boulevard, Pasay City  
Telephone No. : 834-4000

COMMISSION ON FILIPINOS OVERSEAS  
6/F Citigold Center , 1345 Pres. Quirino Avenue  
corner S. Superhighway, Manila  
Telephone No. : 561-8327; 561-8321  
Fax No.: 561-8332

## FOREIGN SERVICE CIRCULAR NO. 61-00

All Posts are hereby informed that specific rules and regulations govern the importation of donations from Filipino associations/ individuals overseas.

To facilitate the processing of donations from Filipinos overseas, all Posts are hereby directed to disseminate the following information and extend the appropriate guidance to parties which may be interested in making donations to the Philippines:

### I. General Requirements for the Processing of Donations with Duty-Free Privilege

The documents required from the donor prior to the issuance of duty-free certification by government agencies concerned are the following:

- a. Deed of Donation, duly authenticated by the Philippine Embassy/Consulate;
- b. Commercial invoice and/or packing list/inventory of donated items; and
- c. Shipping documents (bill of lading/airway bill)

### II. General Procedures to Facilitate the Entry, Processing, and Release of Foreign Donations

#### A. Prior to Shipment of Donations

- a. Prospective donors who intend to ship goods/articles/equipment must inform the nearest Philippine Embassy/Consulate of their intention to donate. The donor will have to provide the Embassy/Consulate with a complete list of items to be donated, name of consignee, complete

address, and telephone number of the designated consignee, and the contact person in the Philippines;

- b. The Philippine Embassy/Consulate will refer the prospective donation to the Commission on Filipinos Overseas (CFO). Upon receipt of the notice of intent to donate, the CFO will coordinate with government agencies concerned and the designated consignee to determine if the intended donation is eligible for duty-free entry and if the designated consignee is qualified to accept the donation free from duties. CFO will inform the Philippine Embassy/Consulate about the requirements and obligations in connection with the intended donation; and
- c. The Philippine Embassy/Consulate will advise the donor on feedback from Manila, including the requirements for duty-free entry. The Philippine Embassy/Consulate authenticates the Deed of Donation prior to its shipment to Manila.

## B. Shipment of Donations

- a. To allow sufficient time for the processing of the donation, the donor must send advance copies of the following documents to the designated consignee at least thirty (30) days prior to arrival of the shipment in the Philippines:
  - Deed of Donation, duly authenticated by the Philippine Embassy/Consulate; and
  - Commercial invoice and/or packing list/ inventory of donated items
- b. The donor must ensure that the name of consignee is identical in both the deed of donation and shipping documents, i.e., Bill of Lading

or the Airway Bill. The donor must also see to it that the shipment contains only the items in the packing list. The donor may also send advance copies of the aforementioned documents to the CFO thru the Philippine Embassy/Consulate for purposes of coordination;

- c. Upon receipt of the advance copies of required documents from the donor, the recipient will be advised to coordinate with appropriate agencies and submit required documents; and
- d. The recipient must monitor the arrival of the shipment by coordinating with the shipping agency. The shipping agency will usually send an arrival notice to the consignee.

#### C. Processing of Donations

- a. Upon receipt of the request of the consignee for the duty-free importation, the appropriate agency (Department of Social Welfare and Development, Department of Education, Culture and Sports, or the National Economic Development Authority) will recommend to the Department of Finance (DOF) that the importation be exempted from customs duties, if deemed meritorious. These agencies can also recommend denial of the request for exemption from payment of duties pursuant to applicable rules and regulations;
- b. Upon the endorsement by the appropriate agency for the duty-free entry of the donation, the DOF will issue a clearance and will forward this document to the Tax Exempt Division, Bureau of Customs (BOC). The consignee may obtain a duplicate copy of the DOF clearance from DOF;

- c. The Tax Exempt Division of the BOC will endorse the release of donation and will forward this document to the Informal Entry Division (IED) of the BOC District Office concerned (i.e., South Harbor, Manila International Container Port, Ninoy Aquino International Airport, etc.). The IED checks, verifies, appraises, and examines the donated shipment;
- d. The original copies of the Deed of Donation, commercial invoice and/or packing list, and the Bill of Lading or the Airway Bill must be received by the consignee on or before the arrival of the shipment in the Philippines to effect its release; and
- e. After the consignee complies with all the documentation and pays the fees and charges (i.e., arrastre, wharfage, value-added-tax, etc.), the BOC will release the shipment to the consignee.

### III. Additional Requirements and Procedures Depending on the Type of Donation and the Identified Consignee

All donations, regardless of its type or classification, follow the general procedures instituted in facilitating its entry, processing, and release, and should satisfy as well the general requirements in availing of duty-free privileges. Depending on the type of donations and/or the identified beneficiaries, however, concerned departments/agencies in the Philippines, i.e., Department of Social Welfare and Development, Department of Health, Department of Finance, National Economic and Development Authority, and Bureau of Food and Drugs, prescribe additional requirements and procedures in the processing of foreign donations. For this reason, all Posts are hereby directed to coordinate with CFO matters pertaining to donations from Filipino associations/individuals overseas. The Commission may be contacted at 1345 Citigold Center, Quirino

Avenue, corner South Superhighway, Manila, telephone nos. (0632) 562-3852 to 53, fax no. (0632) 561-8332, or through e-mail address: cfodfa@info.com.ph.

For information and guidance.

(SGD) DOMINGO L. SIAZON, JR.  
Secretary of Foreign Affairs

Pasay City, 16 March 2000



## FOREIGN SERVICE CIRCULAR NO. 172-99

All Posts are hereby informed that the conduct of medical and dental missions in the Philippines by foreign medical groups are governed by specific rules and regulations administered by the Department of Health (DOH) and the Professional Regulation Commission (PRC). It is essential that these missions obtain, prior to the conduct of their charitable undertakings, permits from the DOH and from the PRC.

To ensure the proper and orderly conduct of medical and dental missions in the Philippines by foreign medical groups, all Posts are hereby directed to disseminate the following information and extend the appropriate guidance to parties which may be interested in conducting said missions in the future:

### 1. Procedures under the Department of Health

- a. The foreign medical/dental team shall forward a written request to conduct the medical/dental mission to the Director, Foreign Assistance Coordination Service (FACS), Department of Health, San Lazaro Compound, Sta. Cruz, Manila, Philippines. The request should be forwarded at least three (3) months before the proposed mission is to take place. The request must contain the following information:
  - Nature and objectives of the proposed mission;
  - Location/venue and duration of the mission;
  - Composition of the medical/dental team and credentials of each medical/paramedical member;
  - Funding support;
  - List of medicines (generic and brand names), and medical supplies to be brought in or donated, with the corresponding quantity and approximate value;

- List of equipment to be donated with specification, corresponding quantity, and approximate value;
  - Local counterpart/s, if any; and
  - Assistance required from the Philippine Government.
- b. After its review, the FACS shall submit its recommendations to the Secretary of Health;
- c. The Head of the Medical Mission shall be informed, within two (2) weeks after receipt of the request of the following:
- Approval or disapproval of the request, and the reason for the decision;
  - If further consideration is being done, recommended activities, tentative schedules, alternative sites/venues/arrangements, if any; and
  - Additional requirements that have to be complied with.
- d. Head of Medical Mission will give concurrence or comments on the DOH recommended activities, schedules, alternative arrangements;
- e. Upon approval of the request, the local counterpart/s of the medical mission team shall coordinate the activities with the Regional Director, DOH and/or Medical Society concerned;
- f. The medical team shall also coordinate the conduct of the medical/dental mission with the Professional Regulation Commission at least 60 days before the actual mission and comply with its requirements;
- g. Upon completion of the mission, the medical team shall submit an exit/termination report to the FACS, through the Regional Director concerned; and

- h. Patients handled by the mission must be endorsed for follow-up medical service to the nearest health facility of the Department of Health or the local medical society.
2. Guidelines under the Professional Regulation Commission for the granting of permits to foreign medical practitioners and societies:
- a. A foreign medical/dental mission can only be conducted in a duly-specified locality with the expressed and written consent of the local medical society thereat;
  - b. With the help of DOH, the local medical society shall pre-screen the patients who may be treated by a particular medical mission;
  - c. For the practice of a medical specialty, written consent must be given by the local specialty society;
  - d. The medical work must be supervised, controlled, and approved by the local medical society and/or local specialty society;
  - e. Records of the work done must be kept and copies submitted to the DOH, PRC, and specialty society concerned, and the Philippine Medical Association;
  - f. The PRC shall grant a special permit to foreign physicians to practice medicine upon fulfillment of the following requirements:
    - Submission of letter by sponsoring/local association, organization, or entity requesting the PRC and the concerned Professional Regulatory Board for the issuance of Temporary Special Permits to members of the Medical/Dental Mission to practice their professions in the Philippines for a period not to exceed 30 days;

- Applicant must show to the satisfaction of the Board of Medicine that he/she is a trained specialist as attested by his/ her curriculum vitae, duly authenticated by the Philippine Embassy/Consulate.
  - Submission of Certificate of Registration or any proof to show that the doctors have valid licenses to practice in their own country, duly authenticated by the Philippine Embassy/Consulate.
- g. The local medical society, specialty society, or the DOH shall endorse the mission to the Board of Medicine; and
- h. Decisions on the application for a special permit will be issued by the Medical Board.

All Posts are hereby directed to coordinate with the Commission on Filipinos Overseas (CFO) matters pertaining to the conduct of medical and dental missions to effectively coordinate requirements with agencies concerned. A lead time of at least sixty (60) days prior to the medical mission should be observed in coordinating these matters with CFO. The Commission may be contacted at 1345 Citigold Center, Quirino Avenue, corner South Superhighway, Manila, telephone nos. (0632) 562-3852 to 53, fax no. (0632) 561-8332, or through e-mail address: cfodfa@info.com.ph.

The Posts are also directed to ensure that the medical equipment brought in by medical teams for donation to beneficiary-institutions in the Philippines are in very good working condition.

For information and guidance.

(SGD) DOMINGO L. SIAZON, JR.  
Secretary of Foreign Affairs

Pasay City, 12 April 1999

**COMMISSION ON FILIPINOS OVERSEAS**  
Lingkod sa Kapwa Pilipino/Link for Philippine Development Program

**MONITORING FORM**  
**Adopt-A-Scholar Project**

Dear Sir/Madam:

The Commission on Filipinos Overseas would like to request the **(name of school/fund manager)** to submit the following reports in connection with the scholarship project of **(name of donor)**. Please submit only the document(s) in the item(s) appropriately marked.

- Name and profile of student(s) (please include ID photograph)
- Academic record/grades of the following student(s) for **(semester and school year)**  
1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_
- Financial report / Status of scholarship fund
- Payroll / document indicating that student/scholar received scholarship fund
- Official receipt / acknowledgment by school/fund manager ,of scholarship fund sent thru bank transfer/registered mail/school representative on \_\_\_\_\_
- Acknowledgment letter of student(s)
- Copy of Transcript of Records and/or diploma

Others:

\_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation.

**JOSE Z. MOLANO, JR.**  
Executive Director

*Please send reply to the Commission on Filipinos Overseas, Citigold Center, 1345 President Quirino Avenue corner South Superhighway, Manila 1007, or send through fax number (02) 561-8332.*

**COMMISSION ON FILIPINOS OVERSEAS**  
*Lingkod sa Kapwa Pilipino/Link for Philippine Development Program*

**MONITORING FORM**  
*Livelihood Project*

Name of project : \_\_\_\_\_

Proponent : \_\_\_\_\_

Nature of assistance: \_\_\_\_\_

\_\_\_\_\_

Amount of assistance/grant: \_\_\_\_\_  
(If loan, attach copy of memorandum of agreement)

Beneficiaries: \_\_\_\_\_

Project location: \_\_\_\_\_

Date of turn-over to beneficiaries: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

Project status:

Year 1: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date updated/monitored: \_\_\_\_\_

Responsible officer: \_\_\_\_\_

Year 2: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date updated/monitored: \_\_\_\_\_

Responsible officer: \_\_\_\_\_

**COMMISSION ON FILIPINOS OVERSEAS**  
Lingkod sa Kapwa Pilipino/Link for Philippine Development Program

**MONITORING FORM**  
*Small-Infrastructure Projects*

Donor : \_\_\_\_\_

Proponent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number/s: \_\_\_\_\_ Fax number/s: \_\_\_\_\_

Type of project:

- Water System \_\_\_\_\_
- Classroom/ Health Center \_\_\_\_\_
- Sanitation Facilities \_\_\_\_\_
- Others \_\_\_\_\_

Project location: \_\_\_\_\_

Amount of assistance : P \_\_\_\_\_

Amount disbursed for the project : P \_\_\_\_\_  
(Note: Please attach itemized expenditure and receipts)

Start of project construction : \_\_\_\_\_

Completion date of construction : \_\_\_\_\_

Date of turn-over to beneficiary : \_\_\_\_\_

Estimated number of individuals/Families benefiting from the project: \_\_\_\_\_

Agency/Individual responsible for project maintenance : \_\_\_\_\_

\_\_\_\_\_  
Name and signature  
Project proponent/recipient

\* Attached are photographs of completed infrastructure project including the marker bearing the name of the sponsor.

*Please send reply to the Commission on Filipinos Overseas, Citigold Center, 1345 President Quirino Avenue corner South Superhighway, Manila 1004 or through fax number (02) 561-8332.*

**COMMISSION ON FILIPINOS OVERSEAS**  
Lingkod sa Kapwa Pilipino Program

**MONITORING FORM**  
**Medical Missions**

NAME OF MISSION/ORGANIZATION: \_\_\_\_\_  
PARTNER INSTITUTION: \_\_\_\_\_

Location/ venue of medical mission : \_\_\_\_\_  
Date/period of medical mission : \_\_\_\_\_  
Number of patients served/seen : \_\_\_\_\_

Type of medical care/ services extended : \_\_\_\_\_  
(e.g., dental, surgical, general practice, etc.) \_\_\_\_\_

List of medicines/ medical supplies used during the mission : (Please attach list)

Estimated value of medicines/ medical supplies used : P \_\_\_\_\_

List of doctors and medical professionals involved in the mission : (Please attach list)

Additional assistance provided by the medical team:  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions/ comments on the conduct of the medical mission:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name and Signature  
Representative, Partner/ Host Institution

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Organization

*Please return this form to the Commission on Filipinos Overseas, Citigold Center, 1345 President Quirino Avenue corner South Superhighway, Manila 1007, or send through fax number (02) 561-8332.*



DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

That the members of the **(name of organization)**, of **(address)**, represented by **(name of representative)**, **(position of representative)**, as an act of generosity, hereby donate the herein identified items/materials to the **(specified recipients)**, through the **(name of consignee or local partner)** in **(address)** to be used solely for charitable purposes.

The donation shall consist of the following:

(Specify items and quantity to be donated)

(Attach separate sheet if necessary)

We further certify that this is a free gift and that there is to be no payment or exchange of monetary value for the shipment or distribution of said merchandise.

Done on this \_\_\_\_ day of \_\_\_\_\_ 2001, in \_\_\_\_\_.

\_\_\_\_\_  
Representative  
Donor/Organization

WITNESSED AND AUTHENTICATED  
Consul General to the Philippines

By: \_\_\_\_\_  
Consul General

COMMISSION ON FILIPINOS OVERSEAS  
 PROJECTS MANAGEMENT OFFICE  
 Lingkod sa Kapwa Pilipino / Link for Philippine Development (LINKAPIL) Program

**LINKAPIL INFORMATION FORM**

<b>DONOR:</b>	<b>POST :</b> _____
<b>REPRESENTATIVE:</b>	<b>DATE SENT :</b> _____ <b>DATE NOTICE RECEIVED :</b> _____
<b>ADDRESS:</b>	<b>COUNTRY:</b>
<b>DONATION:</b> (Attach inventory/list)	<b>ESTIMATED VALUE:</b>
<b>CONSIGNEE:</b>	
<b>BENEFICIARY:</b>	<b>ESTIMATED NUMBER:</b>
<b>ADDRESS / LOCATION:</b>	
<b>RESOURCE UTILIZATION:</b>	
<b>CATEGORY OF DONATION:</b> <input type="checkbox"/> EDUCATION <input type="checkbox"/> INFRASTRUCTURE <input type="checkbox"/> LIVELIHOOD <input type="checkbox"/> MEDICAL MISSION <input type="checkbox"/> HEALTH AND WELFARE <input type="checkbox"/> OTHERS _____	
<b>FOR MATERIAL DONATION:</b> BL/AWB: _____ ARRIVAL DATE: _____ SHIPPING CO./VESSEL/BROKER: _____ CLEARANCE/ENDORSEMENT ISSUED: <input type="checkbox"/> CFO _____ <input type="checkbox"/> DOF _____ <input type="checkbox"/> DSWD _____ <input type="checkbox"/> BOC _____ <input type="checkbox"/> PACE _____ <input type="checkbox"/> BFAD _____ <input type="checkbox"/> NEDA _____ <input type="checkbox"/> DOH _____ RELEASED BY CUSTOMS ON: _____	
<b>DONATION RECEIVED BY:</b> _____ <b>DONATION TURNED-OVER TO:</b> _____ <b>DATE OF TURN-OVER:</b> _____	
<b>ACTION TAKEN:</b>	
<b>STATUS:</b> <input type="checkbox"/> COMPLETED <input type="checkbox"/> PENDING <input type="checkbox"/> OTHERS _____	
<b>PERSON-IN-CHARGE:</b> _____	
<b>ATTACHMENTS:</b>	