

OPERATIONS & PROGRAMS DIVISION - MTA
Head of Unit – MRS. CYNTHIA ABLOG, SWO II

ISSUANCE OF TRAVEL CLEARANCE TO MINORS TRAVELING ABROAD

I. ABOUT THE SERVICE

Issuance of clearance to a child (below 18 years old) who is traveling alone or accompanied by somebody other than his/her parents. This aims to protect the child from abuse, exploitation and trafficking by ensuring he/she is traveling for legitimate reason and with an authorized person.

II. WHO MAY AVAIL OF THE SERVICE

Filipino minors traveling to a foreign country.

III. REQUIREMENTS:

1. Duly accomplished application form
2. Photocopy of birth certificate and passport of the minor
3. Written consent of both parents or the solo parent or the legal guardian permitting the minor to travel alone or to travel with specific person to a foreign country
4. Photocopy of marriage certificate of the minor's parents or in the case of illegitimate minor, a certificate of no marriage (CENOMAR) from the local civil registrar or a photocopy of the certificate of legal guardianship of the minor or in the case of solo parents, a photocopy of the solo parents identification card from the Mun. Social Welfare & Development Office or in the case of deceased parent, a photocopy of the death certificate
5. Two colored passport size photo of the minor taken within the last six months
6. Photocopy of the passport of the traveling companion if traveling with a specific person

IV. SCHEDULE OF AVAILABILITY OF SERVICE

Release of Travel Clearance Certificate – 8:00 AM – 5:00 PM

Tuesday – Ilocos Sur & Ilocos Norte
Wednesday – La Union
Thursday & Friday – Pangasinan

V. HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client	Office Activity	Duration of Activity	Person/s –in-Charge
1	Visit the Social Welfare Officer II in the province for application and fill-out application form <u>Schedule of interview/assessment:</u> La Union – Wednesday Pangasinan – Tuesday Ilocos Sur - Tuesday Ilocos Norte - Tuesday	Interviews the applicant and conducts assessment Issues assessment report to the applicant and reviews completeness before submission to the Field Office for processing <u>Where to visit Social Worker for interview/assessment</u> La Union – Field Office Western Pang – PSWDO-Lingayen, Pang. Central Pang – CSWDO, Dagupan City Eastern Pang – Old Capitol, Urdaneta City Ilocos Sur – PSWDO – Vigan City Ilocos Norte - PSWDO – Laoag City	20 min. 1 min.	Social Welfare Officers II La Union – Cynthia Ablog/ Mylene Cabanban Western Pangasinan - Editha B. Gorospe Central Pangasinan - Melanie Crispin Eastern Pangasinan - Sheryll J. Bringas Ilocos Sur – Mary Jane J. Tubon Ilocos Norte – Noemie Kathleen T. Balbuena
2	Brings complete documents at the DSWD-Field Office I for processing Present document including the assessment of the SWO II to the MTA Social Worker	Validates and reviews all documents if these are consistent with the assessment and interview	10 min.	Cynthia Ablog
3		Reviews the assessment report and recommends for approval	3 min	Clarivel C. Banzuela
4		Approves assessment report	3 min	Nora D. Dela Paz
5	Secure an Order slip form at Window 1 then proceed to Window 2 for payment	Advises the applicant to secure an Order slip form and pay the travel clearance certificate fee	1 min	Cynthia Ablog
6	Pays travel clearance fee	Issues Official Receipt to the applicant	1 min.	Vida M. Caluza Fredalyn T. Vendillo
7		Types travel clearance	5 min.	Cynthia Ablog
8		Signs travel clearance	1 min.	ARDMarlene Febes D. Peralta Nora D. Dela Paz Any OIC at the FO
9	Receives the clearance and acknowledges receipt on the logbook	Issues clearance to the applicant	1 min.	Cynthia Ablog