

# Department of Migrant Workers

## MIGRANT WORKERS PROCESSING DIVISION – RO IVA

Basement Andenson Bldg. II, Brgy. Parian, Calamba City, Laguna 4027

### **REQUEST FOR CLEARANCE TO PROCESS RETURNING WORKER BOUND FOR FOR ASSESSMENT COUNTRIES**

FOR : **ATTY. JULYN S. AMBITO-FERMIN**  
Director IV, Land-based Accreditation Bureau

DATE : May 1, 2025

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*Pursuant to Section 3 of Republic Act 10022 which aims at protecting the rights of the Migrant Workers.*

**CONTROL NUMBER** : NVEC-2025-05-01-0001  
**NAME OF WORKER** : Dela Cruz, Juan Santos  
**DESTINATION** : Saudi Arabia  
**POSITION** : Manager  
**EMPLOYER** :  
**SALARY** : 50000.00/ MONTH  
**NO. OF MONTH(S)/YEAR(S)**  
**WITH THE PRINCIPAL** :  
**DATE OF DEPARTURE** : January 9, 2025

#### *Employment History:*

*The returning worker was employed by the said employer since January 1, 2023 per attached of his Employment Certificate. Records show that he was processed on January 1, 2025 by the same employer. The returning worker arrived in the country last January 10, 2023 and appeared at DMW RO IVA May 1, 2025 on requesting to be issued a travel exit clearance.*

#### *Documents submitted:*

- 1) *Personal Letter requesting for clearance addressed Secretary of Department of Migrant Workers*
- 2) *Valid passport;*
- 3) *Work visa;*
- 4) *Employment Contract;*
- 5) *Employment Certificate;*
- 6) *Last arrival in Philippines (email from Bureau of Immigration); and*
- 7) *Flight Ticket*

#### *Recommending Approval to Process:*

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**ATTY. APRIL R. CASABUENA**  
Regional Director, DMW RO IV-A

#### *Approved for Processing:*

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**ATTY. JULYN S. AMBITO-FERMIN**  
Director IV, Land-based Accreditation Bureau