**REQUEST FOR CLEARANCE TO PROCESS RETURNING WORKER BOUND FOR FOR ASSESMENT COUNTRIES**

FOR : **ATTY. JULYN S. AMBITO-FERMIN**

Director IV, Land-based Accreditation Bureau

DATE : ${DATE}

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

**CONTROL NUMBER** : ${Control Number}

**NAME OF WORKER** : ${Name of worker}

**DESTINATION** : ${Destination}

**POSITION** : ${Position}

**EMPLOYER** :

**SALARY**  : ${Salary}/ MONTH

**NO. OF MONTH(S)/YEAR(S)**

**WITH THE PRINCIPAL** :

**DATE OF DEPARTURE** : ${datedeparture}

*Employment History:*

*The returning worker**was employed by the said employer**since ${employmentdurationstart}**per attached of his Employment Certificate. Records show that he was processed on ${employmentdurationend}* *by the**same employer. The returning worker arrived in the country last \_${datearrival}\_**and appeared at DMW RO IVA ${DATE} 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:*

**ATTY. JULYN S. AMBITO-FERMIN**

Director IV, Land-based Accreditation Bureau