**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 : {{created\_date\_long}}

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

**CONTROL NUMBER** : **{{control\_no}}**

**NAME OF WORKER** : {{name\_of\_worker}}

**DESTINATION** : {{jobsite}}

**POSITION** : {{position}}

**EMPLOYER** : {{employer}}

**SALARY**  : {{salary}} USD / MONTH

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

**WITH THE PRINCIPAL** : **{{months\_years}}**

**DATE OF DEPARTURE** : {{date\_departure\_long}}

*Employment History:*

*The returning worker**was employed by the said employer**since* ***{{employment\_start\_date\_long}}*** *per attached of his Employment Certificate. Records show that he was processed on* ***{{processing\_date\_long}}*** *by the**same employer. The returning worker arrived in the country last* ***{{date\_arrival\_long}}*** *and appeared at DMW RO IVA* ***{{created\_date\_long}}*** *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:*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATTY. APRIL R. CASABUENA**

Regional Director, DMW RO IV-A

*Approved for Processing:*

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

Director IV, Land-based Accreditation Bureau