



#### I. OFFICE OR DIVISION

PROTECTIVE SERVICES DIVISION - MTA

#### II. SCHEDULE OF AVAILABILITY OF SERVICE

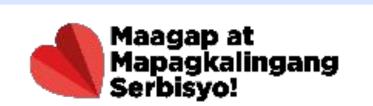
MONDAY- FRIDAY (8:00 AM-5:00 PM)

#### III. WHO MAY AVAIL OF THE SERVICE

FILIPINO MINORS TRAVELLING ABROAD

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Issuance of Travel Clearance Certificate	
A. For Minors Traveling Alone to a Foreign Country for the First Time	
<ol> <li>Duly accomplished Application Form</li> <li>original)</li> </ol>	DSWD Field Offices or at download form at www.dswd.gov.ph
2. LSWDO/SWAD Social Worker's assessment, when necessary	Local Social Welfare and Development Office where the minor resides
(1 original)	
3. PSA issued Birth Certificate of Minor	Philippine Statistics Authority (PSA)
(1 original and 1 photocopy)	
4. PSA issued Marriage Contract of minor's parents/ Copy of Court issued Legal Guardianship/ Tallaq or Fasakh Certification from the Shariah Court or any Muslim Bgy or religious leader / PSA issued CENOMAR for illegitimate minors on SECPA (1 original and 1 photocopy)	Philippine Statistics Authority (PSA); Court who handled the Legal Guardianship petition; Shariah Court or Religious Leader
5. Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable (1 original)	Law Office and Notarized at the place where the minor resides/ Philippine Embassy (if minors parent/s are abroad)
6. Valid passport and valid visa or valid ID issued abroad, if parents are working abroad (1 photocopy)	Applicant
7. Colored passport size photos of the minor (in White, Red or Blue Background) taken within the last 6 months. No scanned picture is allowed (2 original)	
8. Affidavit of Support (1 original)	Supporting Person/organization
9. Evidence to show financial capability of sponsor e.g Certificate of Employment, Latest Income Tax Return, Bank Statement, etc) (1 certified true copy)	
10. Death Certificate (for deceased parent/s) on SECPA (1 certified true copy)	Applicant
11. Unaccompanied Minor Certificate from the Airlines (1 original)	Airline Company where ticket is obtained
12. Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child (1 original)	Applicant











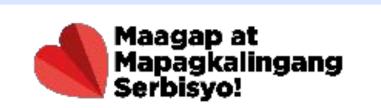






WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Additional Requirements for Minors Under Special Circu	umstances:
For Filipino Minors Migrating to Another Country	
1. Visa Petition Approval	Applicant
(1 original and 1 photocopy)	
For Minors Studying Abroad	
13. Acceptance or Certificate of Enrollment or Registration	Applicant
from the School where the minor is to be enrolled (1	
original and 1 photocopy)  For Minors who will offend Conformed Study Tours Co	mostition Student Evekonge Dreamen Summer
For Minors who will attend Conference, Study Tours, Co Camp, Pilgrimage, World Youth Day and Other Related A	
13. Certification from Sponsoring Organization (1 original)	Sponsor Organization
14. Affidavit of Undertaking of Companion indicating	Sports Agency
safety measures undertaken by the Sports Agency (1	
original)	
15. Signed Invitation from the Sponsoring	Sponsoring Organization
Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1	
original)	
Minors going Abroad for Medical Purposes	
13. Medical Abstract of the Minor	Attending Physician
(1 original)	
14. Recommendation from the Attending Physician that	
such medical procedure is not available in the country (1	
original)	
15. Letter from the Sponsor (1 original)	Sponsor
Minors going Abroad for Inter-Country Adoption	Inter Country, Adention Deard (ICAD)
13. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
14. Authority to Escort issued by ICAB	Inter-Country Adoption Board (ICAB)
(1 original)  Minors under Foster Care	
	Foster Parent
13. Notarized Affidavit of Undertaking by the Foster Parents (1 original)	1 USIEI Faieiii
14. Notarized Affidavit of Consent from the Regional	DSWD Regional Director
Director or Authorized Representative (1	
original)	
15. Photocopy of Foster Placement Authority (1 original)	Applicant
16. Photocopy of Foster Care License of the Family (1 original)	Applicant
17. DSWD Certification of the CDCLAA Except those	DSWD
under Kinship Care (1 original)	
18. Return Ticket (1 original and 1 photocopy)	Applicant
Minors Under Legal Guardianship	
13. The Court Order on Legal Guardianship (certified true	Court
Copy)  For Minors whose parents are Seafarors	
For Minors whose parents are Seafarers  13. Certification from the Manning Agency attesting to the	Annlicant
13. Certification from the Manning Agency attesting to the parents employment (1 original)	Applicant
1. Seaman's Book of Parent/s (1 photocopy)	Applicant

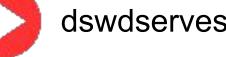
















For Minors with alleged missing parent/s  13. Social Case Study Report from the LSWDO where the alleged missing parent's last known address (1 original)  14. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)  1. Returned registered mail to the last known address of the alleged missing parent/s known address (1 original)  B. For Succeeding Travel of Unaccompanied minor or Traveling ALONE
13. Social Case Study Report from the LSWDO where the alleged missing parent's last known address (1 original)  14. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)  1. Returned registered mail to the last known address of the alleged missing parent/s known address (1 original)  Applicant
Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)  1. Returned registered mail to the last known address of the alleged missing parent/s known address (1 original)  Applicant
of the alleged missing parent/s known address (1 original)
B. For Succeeding Travel of Unaccompanied minor or Traveling ALONE
Direction of the companied minor of traveling ALONE
1. Duly accomplished Application Form DSWD Field Office/ DSWD website: www.dswd.gov.ph
2. Notarized Affidavit or Written Consent of both parents, the Solo parent and the legal guardian, whichever is applicable (1 original)  Law Office and Notarized at the applicants place of residence
3. Valid ID with signature (1 photocopy)
4. Previous Travel Clearance issued (1 original ) Applicant
5. Two (2) colored passport size pictures of the minor (in white, red or blue background) taken within the last 6 months. No scanned pictures will be accepted.
6. Unaccompanied Minor Certificate from the Airline Airline Company
7. Waiver from the parents releasing DSWD from any liability in case of untoward incident during the travel of the child.
Additional Requirements for Minors Under Special Circumstances:
For Filipino Minors Migrating to Another Country
8. Visa Petition Approval Applicant
(1 original and 1 photocopy)  For Minore Studying Abroad
8. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled (1 original and 1 photocopy)  Applicant  Applicant
For Minors who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other Related Activities:
8. Certification from Sponsoring Organization (1 Sponsor Organization original)
9. Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency (1 original)
10. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1 original) Sponsoring Organization Sponsoring Organization
Minors going Abroad for Medical Purposes
8. Medical Abstract of the Minor  Attending Physician
(1 original)
9. Recommendation from the Attending Physician that such medical procedure is not available in the country (1 original)
10. Letter from the Sponsor (1 original) Sponsor

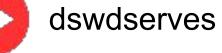
















WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE	
Minors going Abroad for Inter-Country Adoption		
8. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)	
9. Authority to Escort issued by ICAB	Inter-Country Adoption Board (ICAB)	
(1 original)		
Minors under Foster Care		
8. Notarized Affidavit of Undertaking by the Foster	Foster Parent	
Parents (1 original)		
9. Notarized Affidavit of Consent from the Regional	DSWD Regional Director	
Director or Authorized Representative (1		
original)	A1	
10. Photocopy of Foster Placement Authority (1 original)	Applicant	
11. Photocopy of Foster Care License of the Family (1	Applicant	
original)		
12. DSWD Certification of the CDCLAA Except those under Kinship Care (1 original)	DSWD	
13. Return Ticket (1 original and 1 photocopy)	Applicant	
Minors Under Legal Guardianship		
8. The Court Order on Legal Guardianship (certified	Court	
true copy)		
For Minors whose parents are Seafarers		
8. Certification from the Manning Agency attesting to	Applicant	
the parents employment (1 original)		
8. Seaman's Book of Parent/s (1 photocopy)		
For Minors with alleged missing parent/s		
8. Social Case Study Report from the LSWDO where the alleged missing parent's last known address	Local Social Welfare and Development Office	
(1 original)		
9. Blotter Report from either local police or Barangay	Local Police or Barangay of the alleged missing	
Certification from the Locality of the last known	parent/s last known address	
address of the alleged missing parent (1 original)		
10. Returned registered mail to the last known	Applicant	
address of the alleged missing parent/s known address (1 original)		
audiess (Toligilial)		
C. Minor Travelling for the FIRST TIME with persons	other than the Parents or Legal Guardian	
1. Duly accomplished Application Form (1 original)	DSWD Field Office/ DSWD website: www.dswd.gov.ph	
1. Duly accomplished Application Form (1 original)	DSVD Field Office/ DSVD website. www.uswu.gov.pm	
2. PSA issued birth certificate of the minor (1 original	Philippine Statistics Authority (PSA)	
and 1 photocopy)		
3. Notarized affidavit or written consent of both	Applicant	
parents or solo parent or legal guardian (1 original)		
4. Valid identification card with specimen signature (1 photocopy)		

















WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. Marriage Certificate of minors parents (SECPA), Solo Parent ID, for Solo Parents, Court Decree of Separation, Annulment or Divorce, for illegitimate minors, CENOMAR from PSA; in case of deceased parent/s, copy of the Death Certificate (1 original and 1 photocopy)	PSA, Local Social Welfare and Development Office (for the Solo Parents ID); Family Court.
2. Colored passport size pictures of the minor (in white, red or blue background) taken within the last 6 months. No scanned pictures will be accepted (2 original)	Applicant
3. Passport of the traveling companion (1 original and 1 photocopy)	Minor's travelling companion
Additional Requirements for Minors Under Special (	Circumstances:
For Filipino Minors Migrating to Another Country	
4. Visa Petition Approval	Applicant
(1 original and 1 photocopy)	
For Minors Studying Abroad	
8. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled (1 original and 1 photocopy)	Applicant
For Minors who will attend Conference, Study Tours Camp, Pilgrimage, World Youth Day and Other Related	c, Competition, Student Exchange Program, Summer ed Activities:
8. Certification from Sponsoring Organization (1 original)	Sponsor Organization
<ol> <li>Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency (1 original)</li> </ol>	Sports Agency
10. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1 original)	Sponsoring Organization
Minors going Abroad for Medical Purposes	
8. Medical Abstract of the Minor (1 original)	Attending Physician
9. Recommendation from the Attending Physician that such medical procedure is not available in the country (1 original)	
10. Letter from the Sponsor (1 original)	Sponsor
Minors going Abroad for Inter-Country Adoption	
8. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
<ul><li>9. Authority to Escort issued by ICAB</li><li>(1 original)</li></ul>	Inter-Country Adoption Board (ICAB)

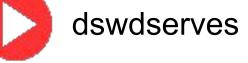










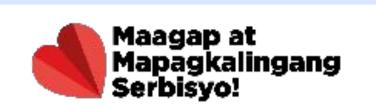






WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE			
Minors under Foster Care				
8. Notarized Affidavit of Undertaking by the Foster Parents (1 original)	Foster Parent			
9. Notarized Affidavit of Consent from the Regional Director or Authorized Representative (1 original)	DSWD Regional Director			
10. Photocopy of Foster Placement Authority (1 original)	Applicant			
11. Photocopy of Foster Care License of the Family (1 original)	Applicant			
12. DSWD Certification of the CDCLAA Except those under Kinship Care (1 original)	DSWD			
13. Return Ticket (1 original and 1 photocopy)	Applicant			
Minors Under Legal Guardianship				
8. The Court Order on Legal Guardianship (certified true copy)	Court			
For Minors whose parents are Seafarers				
8. Certification from the Manning Agency attesting to the parents employment (1 original)	Applicant			
9. Seaman's Book of Parent/s (1 photocopy)				
For Minors with alleged missing parent/s				
7. Social Case Study Report from the LSWDO where the alleged missing parent's last known address	Local Social Welfare and Development Office			
(1 original)				
8. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)	Local Police or Barangay of the alleged missing parent/s last known address			
8. Returned registered mail to the last known address	Applicant			
of the alleged missing parent/s known address (1 original)				
Additional Requirements for Minors Under Special (	Circumstances:			
For Filipino Minors Migrating to Another Country				
9. Visa Petition Approval	Applicant			
(1 original and 1 photocopy)				
For Minors Studying Abroad				
8. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled (1 original and 1 photocopy).	Applicant			
For Minors who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other Related Activities:				
8. Certification from Sponsoring Organization (1 original)	Sponsor Organization			
9. Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency (1 original)	Sports Agency			
10. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1 original)	Sponsoring Organization			

















WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Minors going Abroad for Medical Purposes	
8. Medical Abstract of the Minor (1 original)	Attending Physician
9. Recommendation from the Attending Physician that	
such medical procedure is not available in the	
country (1 original)  10. Letter from the Sponsor (1 original)	Sponsor
Minors going Abroad for Inter-Country Adoption	Ороноон
8. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
9. Authority to Escort issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
J. Additionly to Escort issued by TOAD (1 original)	Inter-country Adoption board (10Ab)
Minors under Foster Care	
8. Notarized Affidavit of Undertaking by the Foster Parents (1 original)	Foster Parent
9. Notarized Affidavit of Consent from the Regional Director or Authorized Representative (1 original)	DSWD Regional Director
10. Photocopy of Foster Placement Authority (1 original)	Applicant
11. Photocopy of Foster Care License of the Family (1 original)	Applicant
12. DSWD Certification of the CDCLAA Except those under Kinship Care (1 original)	DSWD
13. Return Ticket (1 original and 1 photocopy)	Applicant
Minors Under Legal Guardianship	
1. Certified True Copy of the Court Order on Legal Guardianship (Certified True Copy)	Court
For Minors whose parents are Seafarers	
1. Certification from the Manning Agency attesting to the parents employment (1 original)	Applicant
2. Photocopy of Seaman's Book of Parent/s (1 photocopy)	
For Minors with alleged missing parent/s	
1.Social Case Study Report from the LSWDO where the alleged missing parent's last known address (1 original)	Local Social Welfare and Development Office
2. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)	Local Police or Barangay of the alleged missing parent/s last known address
3. One (1) returned registered mail to the last known address of the alleged missing parent/s known address. (1 original)	Applicant

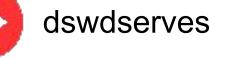
















WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
D. Minors Traveling subsequently with a Person Oth	er than the Parents of Legal Guardian
1. Duly accomplished Application Form (1 original)	DSWD Field Office/ DSWD website: www.dswd.gov.ph
2. Copy of the Travel Clearance previously issued by the DSWD Field Office (1 original)	Applicant
<ul><li>3. Notarized Affidavit of Consent from biological parent/s, legal guardian authorizing a particular person to accompany the child in his/her travel abroad (1 original)</li><li>4. Valid identification card with specimen signature (1 photocopy)</li></ul>	Applicant
5. Colored passport size photos of the minor taken within the last six (6) months. No scanned pictures will be accepted (2 original)	Applicant
5. Photocopy of the Passport of the traveling companion (1 original and 1 photocopy)	Minor's traveling companion
Additional Requirements for Minors Under Special (	Circumstances:
For Filipino Minors Migrating to Another Country	
6. Visa Petition Approval (1 original and 1 photocopy)	Applicant
For Minors Studying Abroad	
6. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled (1 original and 1 photocopy)	Applicant
For Minors who will attend Conference, Study Tours	, Competition, Student Exchange Program, Summer
Camp, Pilgrimage, World Youth Day and Other Relat	ted Activities:
6. Certification from Sponsoring Organization (1 original)	Sponsor Organization
7. Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency (1 original)	Sports Agency
8. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1 original)	Sponsoring Organization
Minors going Abroad for Medical Purposes	
6. Medical Abstract of the Minor (1 original)	Attending Physician
7. Recommendation from the Attending Physician that such medical procedure is not available in the country (1 original)	
8. Letter from the Sponsor (1 original)	Sponsor
Minors going Abroad for Inter-Country Adoption	
6. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
7. Authority to Escort issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)

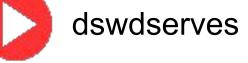










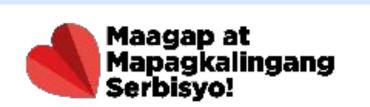






WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE		
Minors under Foster Care			
6. Notarized Affidavit of Undertaking by the Foster Parents (1 original)	Foster Parent		
7. Notarized Affidavit of Consent from the Regional Director or Authorized Representative (1 original)	DSWD Regional Director		
8. Photocopy of Foster Placement Authority (1 original)	Applicant		
9. Photocopy of Foster Care License of the Family (1 original)	Applicant		
10. DSWD Certification of the CDCLAA Except those under Kinship Care (1 original)	DSWD		
11. Return Ticket (1 original and 1 photocopy)	Applicant		
Minors Under Legal Guardianship			
6. Certified True Copy of the Court Order on Legal Guardianship (Certified True Copy)	Court		
For Minors whose parents are Seafarers			
6. Certification from the Manning Agency attesting to the parents employment (1 original)	Applicant		
7. Photocopy of Seaman's Book of Parent/s (1 original)			
For Minors with alleged missing parent/s			
6. Social Case Study Report from the LSWDO where the alleged missing parent's last known address (1 original)	Local Social Welfare and Development Office		
7. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)	Local Police or Barangay of the alleged missing parent/s last known address		
8. One (1) returned registered mail to the last known address of the alleged missing parent/s known address. (1 original)	Applicant		











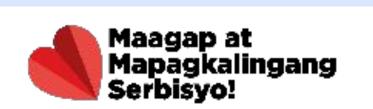






CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration	None	5 minutes	Admin Assistant
2. Submission of Application and Documentary Requirements	None	5 minutes	CHERRY ANN M. VERCIDE  Social Welfare Assistant/Social Welfare Officer II
			Provincial SWAD Offices
3. Screening of Application Form and documentary requirements	None	5 minutes	CHERRY ANN M. VERCIDE Social Welfare Assistant/Social Welfare Officer II
			Provincial SWAD Offices
4. Interview/Assessment*	None	20 minutes	CHERRY ANN M. VERCIDE Social Welfare Assistant/Social Welfare Officer II
			Provincial SWAD Offices
	None	5 Minutes	SHALAINE MARIE S. LUCERO
			Regional Director /
			ROSEMARIE S. SALAZAR  PSD Chief
	None	5 Minutes	Social Welfare Assistant/Social Welfare Officer II
			Provincial SWAD Offices
	None	10 Minutes	CHERRY ANN M. VERCIDE
			Social Welfare Assistant/Social Welfare Officer II
			Provincial SWAD Offices

















CLIENT STEPS	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
5. Payment of:  Php 300.00 for 1 year validity;	Php300.00 for 1year validity;	3 minutes	Collecting Officer
Php600.00 for 2 years validity	Php600.00 for 2 years validity		
6. Issuance of the travel clearance certificate/exemption certificate	None	10 Minutes	Social Welfare Assistant/Social Welfare Officer II or Admin Officer
			Provincial SWAD Offices
	None	5 Minutes	Regional Director or PSD Division Chief
7. Receipt of the Travel Clearance Certificate and Submission of the Filled Up CSS Form and Signs the Logbook for the Received Travel Clearance/Certificate of Exemption	None	5 Minutes	Social Welfare Assistant/Social Welfare Officer II  Provincial SWAD Offices
	PHP 300.00 for 1 year validity	1 hour and 19 minutes	
	Or		
	PHP 600.00 for 2 years validity		

















#### VI. FEEDBACKS AND COMPLAINTS MECHANISM

	FEEDBACK AND COMPLAINTS MECHANISM
How to send feedback	Client Satisfaction Measurement Form is
	administered to clients who availed the service. This
	survey measures the client's satisfaction in the
	delivery of service.
	Feedback can also be sent through
	mta.fo7@dswd.gov.ph or proserv.fo7@dswd.gov.ph
How feedbacks are	The Minors Travelling Abroad Focal Person or
processed	Officer In-charge verifies the nature of feedback or
	queries received through Client Satisfaction
	Measurement Form or official e-mail address within
	three (3) working days upon receipt. The client will
	be notified through phone call or e-mail on the
	appropriate actions taken.
How to file a complaint	To file a complaint against Minors Travelling Abroad,
	provide the following details:
	· Full name and address of the complainant
	· Narrative of the complaint
	· Evidences
	Name of the person being complained  Contact Number
	· Contact Number  Sond all complaints to:
	Send all complaints to:  Director Shalaine Marie S. Lucero
	DIRECTOR Sharafile Structure Structu
	MJ Cuenco Corner Gen. Maxilom Ave.
	Carreta, Cebu City
	Or email at ord.fo7@dswd.gov.ph
	Complaints with incomplete details as indicated
	above shall not be entertained.
Contact info of ARTA,	Tel No. 8847-5093
PCC and CCB	Email Add: complaints@arta.gov.ph
	Hotline: 8888
	Email Add: pcc@malacanang.gov.ph
	Contact Center ng Bayan (CCB)
	email@contactcenterngbayan.gov.ph
	0908-881-6565

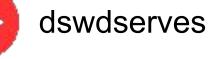
















#### LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
SWAD Office Cebu	M.J. Cuenco Avenue Corner General Maxilom Avenue Extension, Barangay Carreta, Cebu City, Philippines, 6000	(032) 232-9505 loc. 17146 swadcebu.fo7@dswd.gov.ph
SWAD Office Bohol	Pob. III 206 Miguel Parras St. Tagbilaran, Cebu City	(038) 427 1405 swad-bohol.fo7@dswd.gov.ph
SWAD Office Negros Oriental	Nicolas K. Solon Bldng., door 11, Hibbard Avenue, Bantayan, Dumaguete City, Negros Oriental	035 (527-4734)-PLDT 035 (415-6220)- Globe swad-negor.fo7@dswd.gov.ph
SWAD Office Siquijor	Tacdog, Siquijor, Siquijor	(035) 542 6605 swad-siq.fo7@dswd.gov.ph











