

## Template and Guide for the Citizen's Charter

### 5. Processing of Travel Abroad

This service is intended for the processing of application for travel abroad.

<b>Office or Division:</b>	Personnel Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	SDO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original letter request		SDO Employee		
2. Original CSC Form 6		SDO Employee		
3. Original School clearance		SDO Employee		
4. Original Division Clearance		SDO Employee		
5. Original Certification of substitution with conforme		SDO Employee		
6. Original Provident clearance if with existing loan		SDO Employee		
7. Original Promissory letter of co-maker of provident loan		SDO Employee		
8. Original Invitation/Memorandum if travel under official time/business		SDO Employee		
9. Original Certificate that can be dispensed with		Personnel Section		
10. Original Certificate of employment		Personnel Section		
11. Original Endorsement		Personnel Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the necessary documents intended for	1.1 Receiving of application	None	1 day	Personnel Section

travel abroad application				
	1.2 Assessment and evaluation of documents	None	1 day	
	1.3 Signing of forms and clearances by concerned Division Officials	None	3 days	
	1.4 Endorsement of the documents for Approval of the Regional Office	None	14 days	
	1.5 Release the approved Travel Abroad to the Records Office	None	1 day	
	<b>TOTAL:</b>	<b>NONE</b>	<b>20 days</b>	