

Department of Social Welfare and Development  
National Capital Region

FOR : ALL CENTER/RESIDENTIAL CARE FACILITIES  
ALL UNITS/SECTIONS  
ALL RPMOs ( Pantawid, SLP and RCTSU)

FROM : THE REGIONAL DIRECTOR

SUBJECT : Travel Clearance Section BPRA and Process Flow Chart

DATE : August 10, 2017

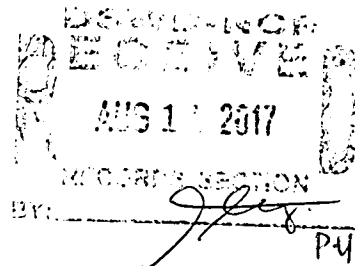
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This is to share with you the approved BPRA and Process Flow Chart of Travel Clearance Section as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

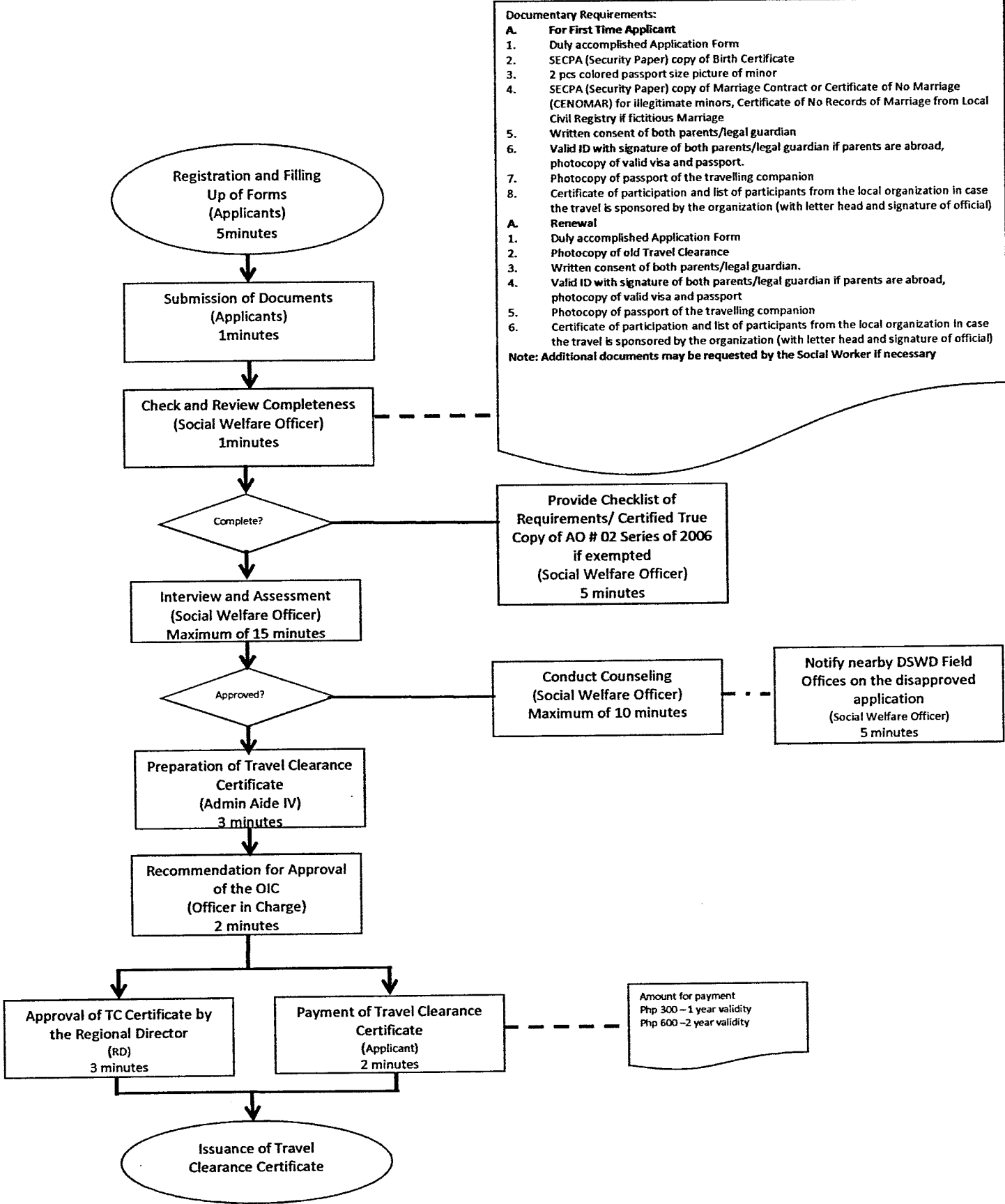
For your information and guidance.

  
VINCENT ANDREW T. LEYSON

  
JLP/MML/MMG/1588



PROCESS FLOW CHART IN SECURING TRAVEL CLEARANCE FOR MINORS  
TRAVELLING ABROAD





TRAVEL CLEARANCE SECTION  
Business Process and Requirements Analysis

Minimum:

Deliverables: Process Flow Chart

No.	TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIALS / INFRA	COMPETENCY	REMARKS
1.	Registration Applicant will log-in at the registration form and fill up the application form.	Applicant	5 Minutes	Duly accomplished Application form	A.O. # 02	Registration Log-Book/ Application Form	Paper/ Ball pen		
2.	Submit the application form and documents to the Social Welfare Officer on duty.	Applicant	1 minute	Submitted form and documents for checking and review of SWO	A.O. # 02	Application Form with travel clearance requirements	Paper/ Ball pen		
3.	Check and review the completeness of application form and documents submitted. (Monitoring and Watch list and exempted from securing TC)  3.1. If complete, forward documents to Social Welfare Officer for further interview and assessment.  3.2. If incomplete, advise applicant to complete the documentary requirements.	SWO I/II on duty  SWO I / II  SWO I / II	3 minutes  5 minutes	Checked and reviewed documents of applicants	A.O. # 02	Monitoring and Disapproved watch list/data base	Computer Log book	Assessment/ interview skills	
4.	Interview and assessment of applicant and establish the reasons of securing travel	SWO I / II	Max. of 15 minutes depending	Interviewed and assessed TC application,	A.O. # 02		Ball pen/ Paper/ Computer/	Assessment/ interview skills	

GOAL/MAJOR FINAL OUTPUTS/PAPS	PERFORMANCE INDICATORS	Implementat ion Date	Physical Target			BUDGETARY REQUIREMENTS			Obect Code	BUDGETARY REQUIREMENTS				GRAND TOTAL	Unit/Person In- Charge	Remarks
			Q3	Q4	TOTAL	Direct Release Fund				Centrally Managed Fund			EXTERNAL FUND (Amount/ Source of Fund)			
						Q3	Q4	TOTAL		Q3	Q4	TOTAL				
5.2 Youth Sector																
5.2.1 Enhance Skills of Social Workers in implementing	No. of training conducted/ pax attended	4th quarter		1/17	1/17		128,500.00	128,500.00	5020201000					128,500.00	SWS for Youth	
5.3 Children Sector																
5.3.1 LCPC Conference (85 pax x 800=68,000,Misc/Sup	No. of participants attended	November		85	85		72,250.00	72,250.00	5020201000					72,250.00	SWS for Children	
5.3.4 Children's Congress ( 75 pax x 1,800 x 2 days = 270,000, Supplies/Misc: 7,500)	No. of participants attended	November		75	75		277,500.00	277,500.00	5020201000					277,500.00	SWS for Children	
5.4 Women Sector																
5.4.1 KALIPI Convention	No. of activities conducted/ participants attended	November 20, 2017		90	90		41,500.00	41,500.00	5029903000					41,500.00	SWS for Women	
6. Regional Sectoral Inter- Agency Activities														-		
a. Conduct of meetings and advocacy	No. of meetings conducted and participants attended													-	SWS/PPD	
6.a Family Sector																
6.a.1 RIAC - FF	No. of meetings conducted and participants attended	3rd and 4th Quarter	1/16	1/16	2/16	14,700.00	14,700.00	39,200.00	5029903000					39,200.00	SWS/PPD	
6.b Older Persons Sector																
6.b.1 RCMB and RICA SC Meeting	No. of meetings conducted/ participants attended	August	1/65		1/65	54,900.00		54,900.00	5029903000					54,900.00	SWS for OP and PWD	
6.b.2 Senior Citizens Federation Quarterly Meeting	No pax attended	August				7,000.00		7,000.00	5029903000					7,000.00	SWS for OP and PWD	
	Issues and Concerns on SC discussed, resolution formulated	October													SWS for OP and PWD	



	clearance/ purpose of travel: a. If the child is safe from abuse and exploitation while abroad b. If the child will not become victim of child trafficking. c. If the travelling companion is duly authorized and able to look after the welfare of the minor during the entire travel. d. If the sponsor of travel has the capability to protect and support the minor's travel and needs while abroad. e. Verification of parent's consent. f. Verification of information in the birth certificate of minor and marriage certificate/CENOMAR of parents.		on the case of the applicant	verified authenticity of documents			Telephone		
	4.1. Present filled up application form together with the documentary requirements with Social Worker's assessment and recommendation for approval of TC to OIC.	SWO I / II OIC	2 minutes	Forwarded documents		Yahoo mail			
	4.2 Approved application: Forward to Administrative Aide IV for Travel Clearance Certificate	SWO I / II		Application is recommended for approval of					

GOAL/MAJOR FINAL OUTPUTS/PAPS	PERFORMANCE INDICATORS	Implementat ion Date	Physical Target			BUDGETARY REQUIREMENTS			Obect Code	BUDGETARY REQUIREMENTS				GRAND TOTAL	Unit/Person In- Charge	Remarks
			Q3	Q4	TOTAL	Direct Release Fund				Centrally Managed Fund			EXTERNAL FUND			
						Q3	Q4	TOTAL		Q3	Q4	TOTAL	(Amount/ Source of Fund)			
5.1.3 RCDA Capacity Building on Disability Inclusive Development cum Planning Workshon	No of Intermediaries capacitated	December		TBD	TBD				5020201000		294,040.00	294,040.00		294,040.00	SWS for OP and PWD	
	RCDA Plan 2018 Formulated			1	1										SWS for OP and PWD	
5.1.4. Capacity Building of PWD Coordinators	No. of PWD Coordinators capacitated	October		50	50				5020201000		194,796.00	194,796.00		194,796.00	SWS for OP and PWD	
	Clarified roles and responsibilities														SWS for OP and PWD	
5.1.5 . PWD Federation Capacity Building cum Planning	No. of PWD Coordinators capacitated	November		60	60		339,000.00	339,000.00	5020201000					339,000.00	SWS for OP and PWD	
	Plan for 2018 - 2019 formulated														SWS for OP and PWD	
5.1.6 PWD Federation -NCR General Assembly cum Thanksgiving Party	No. of PWD attended	December		300	300				5020201000		275,000.00	275,000.00		275,000.00	SWS for OP and PWD	
	Develop camaraderie among members and officers														SWS for OP and PWD	
5.1.7 Capacity Building of DSWD NCR organic staff on Disability Inclusive Development	No. of organic staff capacitated	October		50	50		347,500.00	347,500.00	5020201000					347,500.00	SWS for OP and PWD	
5.1.8 Advocacy activity on Accessibiliity of PWDs	No. of pax attended	September	44		44	54,500.00		54,500.00	5020201000	234,000.00		234,000.00		288,500.00	SWS FOR OP & PWD	
	No. of IEC material distributed	Seprtember	556		556										SWS FOR OP & PWD	



	preparation.			OIC and Regional Director.					
	4.3. Disapproved application: Social Welfare Officer will conduct the following:								
	4.3a. Counselling with the applicant focused on the reason of disapproval of the application.	SWO II	10 minutes	Applicant clearly understood the reason of TC application disapproval				Counselling skills	
	4.3b. Notify nearby DSWD FO on the disapproved application for monitoring and reference.	SWO II	5 minutes	Notified nearby DSWD FO- IV A and IV B.		Telephone coordination			
	4.3c. Preparation of matrix of disapproved application and submit matrix to PSB.	SWO II	5 minutes	Prepared matrix of disapproved application		MS word/excel and Yahoo mail			
	4.3d. Include name of minor in the monitoring and watch list.	SWO II	1 minute	Included the name (s) in the watch list and monitoring list.					
5.	Prepare Travel Clearance certificate 5.1 Typing of information in the Blue Form	AA IV	5 minutes	Prepared Travel Clearance	A.O. # 02	Electronic typewriting/ MS word excel	Electronic Typewriter/computer		
6.	Forward for Approval of Travel Clearance Certificate by the OIC	SWO III/ OIC	2 minutes	Approved application	A.O. # 02		Blue form/ Ball pen		
7.	Forward approved Travel Clearance certificate Blue Form	AA IV	2 minutes						

GOAL/MAJOR FINAL OUTPUTS/PAPS	PERFORMANCE INDICATORS	Implementat ion Date	Physical Target			BUDGETARY REQUIREMENTS			Obect Code	BUDGETARY REQUIREMENTS				GRAND TOTAL	Unit/Person In- Charge	Remarks
			Q3	Q4	TOTAL	Direct Release Fund				Centrally Managed Fund			EXTERNAL FUND			
						Q3	Q4	TOTAL		Q3	Q4	TOTAL	(Amount/ Source of Fund)			
6.c PWD Sector																
6.c.1 RCDA	No. of meetings conducted and participants attended	quarterly	1/50	1/50	4/50				5029903000				38,400.00	38,400.00	SWS for OP and PWD	
6.d Youth Sector																
6.d.1 Consultation Meeting with LGU Youth Focal Persons (Snacks: 20 pax x 75/snack x 2 meetings = 3,000, Lunch: 20 pax x 150/lunch x 2	No. of meetings conducted/ participants attended	3rd and 4th Quarter	1/20	1/20	2/20	4,500.00	4,500.00	9,000.00	5029903000					9,000.00	SWS for Youth	
6.d.2 Consultation Meeting with NCR PYAP Leaaders	No. of pax meetings conducted/ pax attended	3rd and 4th Quarter	1/37	1/37	2/37	8,300.00	8,300.00	16,600.00	5029903000					16,600.00	SWS for Youth	
6.d. 3Consultation Meeting with Social Workers handling CICL cases in LGUS	No. of pax meetings conducted/ pax attended	3rd and 4th Quarter	1/25	1/25	2/25	1,875.00	1,875.00	3,750.00	5029903000					3,750.00	SWS for Youth	
6.d Other Regional Inter-agency Committee Meetings																
6.d.1 RDC-SDC-SCSP Activities	No. of meetings conducted and participants attended	quarterly	1	1	4			224,700.00	5029903000					224,700.00	PU	Fund already obligated, waiting for directives from the RDC-SDC Committee from Central office.
6.d.2 SWMRC	No. of meetings conducted and participants attended	quarterly													PU	The activity will no longer be condcuted hence, allotted fund for the activity amounting to Php. 17,600 was re-aligned for other activities of the Division.
b. Sectoral Celebration																
b.1 Women's Month	No. of intermediaries participated	March									45,000.00	45,000.00		45,000.00	SWS FOR WOMEN	The amount will be used for 18th day campaign on VAWC
b.2 Elderly Filipino Week	No. of activities conducted in line w/ celebration of EFW	October		TBD			66,200.00	66,200.00	5029903000					66,200.00	SWS FOR OP AND PWD	
b.3. National Disability Prevention & Rehabilitation Week Celebration	No. of participants attended	July	TBD							30,000.00		30,000.00		30,000.00	SWS FOR OP AND PWD	
b.4. Women with Disability	No. of participants attended	2nd quarter								30,000.00		30,000.00		30,000.00	SWS FOR OP AND PWD	





**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Policy and Plans Division [PPD]  
Planning Unit [PU]

"Monitoring and Evaluation Workshop on the Preparation of  
Business Process and Requirements Analysis (BPRA) and Process Flow Chart"

	with documents to Regional Director for approval.								
8.	Approval of the Regional Director in the Travel Clearance Blue form.  8.1 Forward to Travel Clearance Section for issuance of claim stub/for payment form to the applicant.	Regional Director  AA IV	3 minutes	Approved Travel Clearance Certificate	A.O. # 02		Blue form/ Ball pen		
9.	Issuance of claim stub to the applicant and payment slip at the cashier.	SWO II	1 minute	Issued claim stub/ for payment			Paper/ Ball pen		
10.	Present claim stub/ for payment slip to the cashier with the corresponding amount to be collected: a. Php 300 for 1 year validity b. Php 600 for 2 years validity	Applicant and cashier	2 minutes	Paid Travel / O.R. Clearance Certificate	A.O. # 02		Paper/ Ball pen		
11.	Releasing of Travel Clearance Certificate	Applicant and AA IV	3 minutes	Released Travel Clearance Certificate	A.O. # 02		Paper/ Ball pen		

Prepared by:

Kathlene L. Librado  
SWO II

Noted by:

Eden N. Llamanzares  
SWO III

GOAL/MAJOR FINAL OUTPUTS/PAPS	PERFORMANCE INDICATORS	Implementat ion Date	Physical Target			BUDGETARY REQUIREMENTS			Obect Code	BUDGETARY REQUIREMENTS				GRAND TOTAL	Unit/Person In- Charge	Remarks
			Q3	Q4	TOTAL	Direct Release Fund				Centrally Managed Fund			EXTERNAL FUND			
						Q3	Q4	TOTAL		Q3	Q4	TOTAL	(Amount/ Source of Fund)			
c.2 C/I/D/U Work and Financial Plans	No. of WFP formulated/ pax attended	September	1/33		1/33	64,000.00		64,000.00	5020201000					64,000.00	PPD AND FMD	The activity will be conducted after the conduct of National Work and Financial Planning
c.3 Regional Work and Financial Plan	No. of Regional WFP formulated	September	1		1									-	PPD AND FMD	
c.4 DBM Physical Report of Operation	No. of reports submitted	January - December	1	1	4									-	PPD AND FMD	
c.5 Regional TARA Plan 2018	No. of Regional TARA Plan Formulated	September	1		1									-	CBS/IDD	
c. 6 Regional MFO Plans 2018	No. of MFO plans formulated	November		1	1									-	PU	
c.7 Regional MFO Accomplishment	No. of MFO Accomplishments prepared	January - December	1	1	4									-	PU	

7.2. Other Regional Activities

7.2.1 D/C/RCF Mini-Budget Hearing FY 2018	No. of participants attended and plan formulated	September	1/33		33			64,600.00	5020201000					64,600.00	PU AND FMD	To be conducted after the National Work and Financial Planning Workshop
7.2.2 RMANCOM Meeting	No. of meetings conducted	January - December	3	3	12			67,200.00	5029903000					67,200.00	PU	On going, 6 meetings were conducted for the 1st semester
7.2.3 OPC Formulation, Midcheck and Final Review	No. of meeting conducted and plan formulated	July, October and December	1	2	3	3,500.00	7,000.00	10,500.00	5029903000					10,500.00	PU	OPC Formulation scheduled for 1st semester was not conducted since the DSWD Harmonized OPC for Field Offices is still being finalized by the Central Office.
7.2.4 One (1) Regional Activities re: Performance Management and/or Risk Management	No. of activities conducted and participants attended	January - December	TBD	TBD	TBD										PU	The activity will no longer be conducted since there is no directives yet from CO. Hence, the allotted amount worth 319,212 was re-alliged for other activities of PPD.