

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

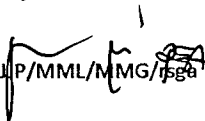
SUBJECT : Travel Clearance Section BPRA and Process Flow Chart

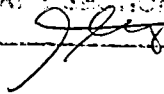
DATE : August 10, 2017

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.

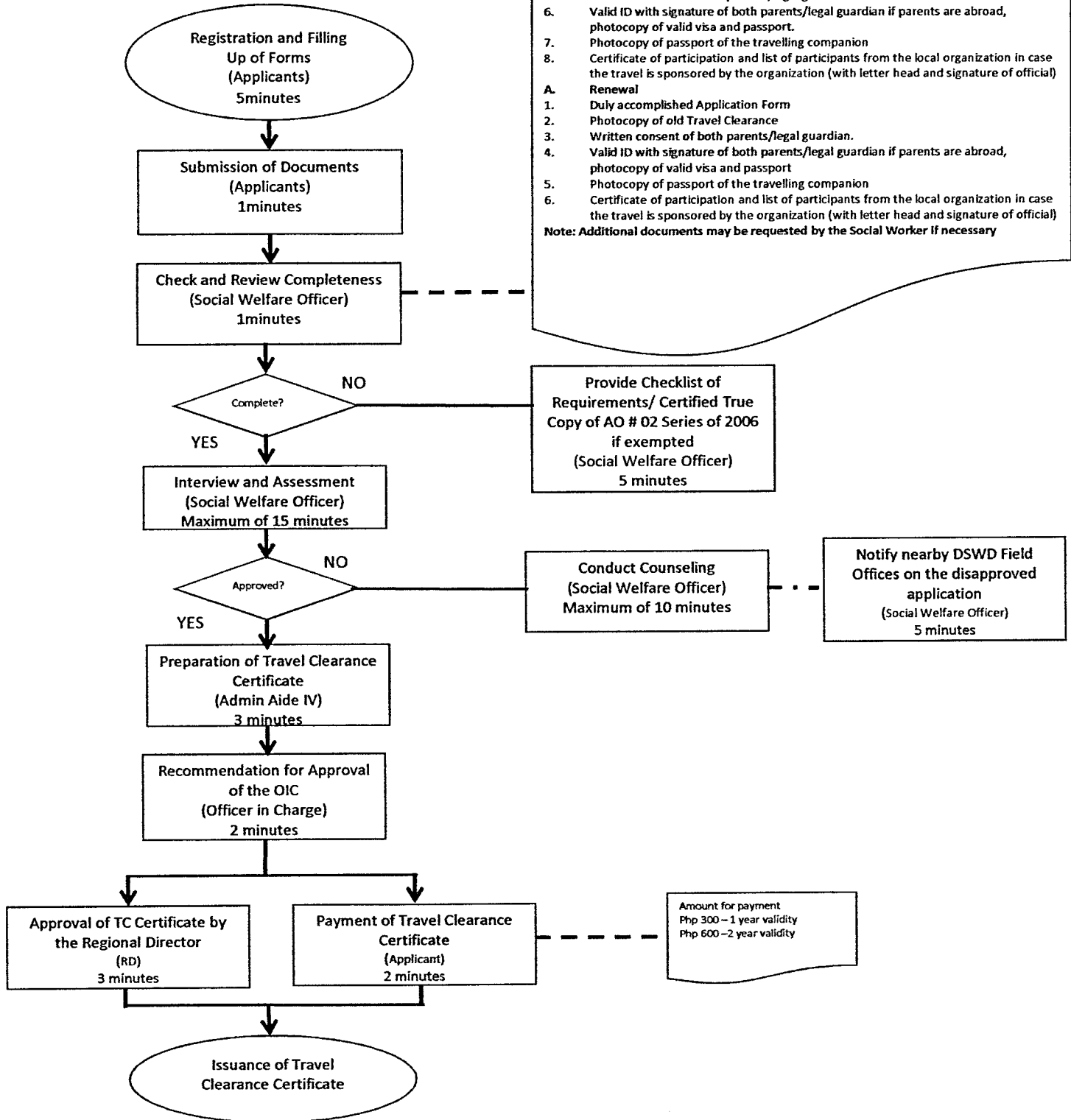

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JIP/MML/MMG/PSA

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
NATIONAL CAPITAL REGION
mailed
AUG 10 2017
081-117
RECORDS SECTION
BY: 
P4

PROCESS FLOW CHART IN SECURING TRAVEL CLEARANCE FOR MINORS TRAVELLING ABROAD

- Documentary Requirements:**
- A. For First Time Applicant**
1. Duly accomplished Application Form
 2. SECPA (Security Paper) copy of Birth Certificate
 3. 2 pcs colored passport size picture of minor
 4. SECPA (Security Paper) copy of Marriage Contract or Certificate of No Marriage (CENOMAR) for illegitimate minors, Certificate of No Records of Marriage from Local Civil Registry if fictitious Marriage
 5. Written consent of both parents/legal guardian
 6. Valid ID with signature of both parents/legal guardian if parents are abroad, photocopy of valid visa and passport.
 7. Photocopy of passport of the travelling companion
 8. Certificate of participation and list of participants from the local organization in case the travel is sponsored by the organization (with letter head and signature of official)
- A. Renewal**
1. Duly accomplished Application Form
 2. Photocopy of old Travel Clearance
 3. Written consent of both parents/legal guardian.
 4. Valid ID with signature of both parents/legal guardian if parents are abroad, photocopy of valid visa and passport
 5. Photocopy of passport of the travelling companion
 6. Certificate of participation and list of participants from the local organization in case the travel is sponsored by the organization (with letter head and signature of official)
- Note: Additional documents may be requested by the Social Worker If necessary**



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	

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"**

<p>clearance/ purpose of travel:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>4.2 Approved application: Forward to Administrative Aide IV for Travel Clearance Certificate</p>	<p>SWO I / II OIC</p>	<p>2 minutes</p>	<p>verified authenticity of documents</p>	<p>Forwarded documents</p>	<p>Application is recommended for approval of</p>	<p>Telephone</p>	<p>Yahoo mail</p>
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	with documents to Regional Director for approval.	Regional Director	3 minutes	Approved Travel Clearance Certificate	A.O. # 02	Blue form/ Ball pen	
8.	Approval of the Regional Director in the Travel Clearance Blue form.	Regional Director	3 minutes	Approved Travel Clearance Certificate	A.O. # 02	Blue form/ Ball pen	
	8.1 Forward to Travel Clearance Section for issuance of claim stub/for payment form to the applicant.	AA IV					
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:

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 SWO II

Noted by:

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 SWO III