



# CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

## ISSUANCE OF ASSESSMENT REPORT FOR TRAVEL CLEARANCE ABROAD

### ABOUT THE SERVICE

Assessment Report is issued to minor/s who is applying for Travel Clearance Abroad. These minor/s are unaccompanied by their parents (Travelling alone, with friends, or relatives)

### WHO CAN AVAIL OF THE SERVICE

Any bonafide resident of Olongapo City below 18 years of age may avail of this service.

### REQUIREMENTS

1. Birth Certificate of minor (authenticated by NSO); If late registered, submit (a) Baptismal Certificate and (b) Form 137
2. Marriage Contract
3. Notarized Affidavit of Consent & Authorization of Parents
4. Notarized Affidavit of Support from Sponsor & Photocopy of proof of income
5. Three (3) Passport size pictures of minors
6. Photocopy of passport of minor's travelling companion
7. Notice of Action from Visa Center (for immigrant minor/s)

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	GET a transaction number	CALL number, LOG and ENDORSE to assigned worker	2 minutes	Frontline Service Provider	None	Logbook
2	SUBMIT the necessary requirements	VALIDATE submitted required documents	5 minutes			
3	FILL-UP Application Form	ISSUE Application Form	10 minutes	Social Welfare Assistant		Application Form
4	PROVIDE data / information (interview)	INTAKE / INTERVIEW the client	30 minutes	Rosemarie Gelacio Fe Abacan		
5	WAIT for the preparation of Assessment Report	ENCODE and PREPARE Assessment Report	1 hour	Officer In Charge		
		REVIEW & APPROVAL	5 minutes			
6	CLAIM of Assessment Report	ISSUE / RELEASE Assessment Report	1 minute	Social Welfare Officer / SWA		
Total Time: 53 minutes (excluding waiting time)						

### AVAILABILITY OF SERVICE:

MONDAY TO FRIDAY  
8:00 AM to 5:00 PM  
NO NOON BREAK



**TRANSPARENCY & GOOD GOVERNANCE**