



December 23, 2002
DEPT. OF SOCIAL WELFARE & DEVELOPMENT
11F ROAD, CONSTITUTION HILLS, Q.C.

JAN 06 2003

ADMINISTRATIVE ORDER NO. 288
Series of 2002

LEGAL SERVICE
RECEIVED BY: *[Signature]*

SUBJECT: Supplemental Guidelines to A.O. 149, Series of 2001 on Minors Travelling Abroad

Republic Act No. 7610, otherwise known as "Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act," requires unaccompanied Filipino minors below 18 years old who are travelling abroad to secure a travel clearance from the Department of Social Welfare and Development.

The purpose of such provision is to give protection to unaccompanied children and to ensure that the minor is authorized to travel abroad for a valid reason, to prevent child trafficking.

In compliance to its mandate, the Department issued Administrative Order 149, Series of 2001, Omnibus Guidelines for Minors Travelling Abroad. Upon review of its implementation, it appears that individual circumstances of applicant minors need to be addressed, particularly the children of Filipino immigrants and of overseas Filipino workers, among others.

Since the best interest of the children shall be the paramount consideration in all action concerning them, it is necessary to review the requirements for minors travelling abroad in response to emerging issues/concerns of the above cited children.

Thus, it is the intent of this supplemental guidelines to reduce requirements and to act expeditiously on the application of minors travelling abroad for purposes of reunion or maintenance of children-parent relationship without adverse consequences to the applicant and the members of their family.

Wherefore, the following rules and guidelines are hereby adopted in compliance with the provisions of applicable laws:

I. Coverage of this supplemental guidelines

A Filipino minor who is residing abroad, as evidenced by the Proof of Residency Abroad (e.g. Form 6166 from IRS in the case of the United States of America) whose parents are in the foreign service or diplomatic corps, overseas employment or immigrants in a foreign country.

II. Supporting documents needed by a minor covered by this guidelines to secure a travel clearance

1. Pertinent entries in the passport on previous records of arrival/departure of minor.
2. Sworn Affidavit of Parent/s on the circumstances of the minor's travel.
3. Visa Petition Approval of the minor.
4. Other Documents:
 - a. For minor studying abroad, study visa
 - b. For minor whose parents are in the Foreign Service, a certification from the Department of Foreign Affairs attesting to the parent's employment
 - c. For minor whose parents are overseas Filipino workers, a certification from the employer attesting to the parent's employment

III. Policies and Procedures

1. A minor travelling for the purpose of being reunited with both parents abroad are exempted from submitting to the concerned DSWD Field Office all the required documents indicated in Administrative Order 149, Series of 2001. Instead, the applicant or his/her authorized representative shall present any documentary evidence mentioned above to prove his/her purpose of travel and present circumstances.

The above provision will not be applicable if one (1) parent will be left behind in the Philippines. It should either be the minor is accompanied by one parent and they are to join the other spouse abroad or both parents are already working/residing abroad.



2. The social workers shall conduct an in-depth interview with the minor, and/or biological parent/s, legal guardian/travelling companion, if necessary, and shall assess and review the travel documents of minor and his/her travelling companion, to establish the purpose and validity of the minor's travel abroad.
3. The social worker after a favorable evaluation and verification of the validity of the minor's travel, shall immediately prepare and recommend issuance of a travel clearance.
4. The prescribed form for the "Travel Clearance for a Minor" shall be issued to the applicant regardless of whether he/she is travelling alone, accompanied with a person other than anyone of the parent/s or with only one parent/legal guardian.

5. The duly approved Travel Clearance for a Minor shall be issued to the aforesaid applicant within one (1) hour of the same day of application, provided the supporting papers are in order.
6. The Travel Clearance issued by the Department to the aforesaid minor shall be usable for multiple travel abroad and will remain valid within a period of one (1) year.

Further, all DSWD Field Offices are directed to open an express lane for processing/ verification of documents of minor applicants under the circumstances cited in this guidelines.

The other provisions of Administrative Order 149, Series of 2002 shall be applied unless it is inconsistent with this Department Order.

Approved this 26th day of December 2002, Quezon City.


CORAZON JULIANO-SOLIMAN
Secretary 
Department of Social Welfare and Development

