



11. Issuance of Certificate to Minor for Local Travel

The application for travel clearance and its documentary requirements is very important because of incidences of child abductions and trafficking regardless of civil status, is required to secure a travel. For Minor Travelling Abroad: Provide the needed requirements, refer to DSWD XII and give the contact number of assigned case worker.

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| Office or Division | Office of the Municipal Social Welfare and Development Officer | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C - Government to Citizen | | | |
| Who may avail | Minor/Guardian of minor who will accompany | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Barangay Certification (1 photocopy) | | Barangay where the client is a resident | | |
| Birth Certificate of Minor (1 photocopy) | | Local Civil Registrar/Philippine Statistics Authority | | |
| Marriage Contract of Minor's Parent (If Married) (1 photocopy) | | Client | | |
| Affidavit of Consent by the parents authorizing a particular person to accompany the minor | | Client | | |
| Trip Ticket (1 photocopy) | | Client | | |
| Any Valid ID (1 photocopy) | | Client | | |
| 2 X 2 Picture of Minor and authorize person (2 pcs) | | Client | | |
| Latest Community Tax Certificate (1 photocopy) | | Office of the Municipal Treasurer | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. Log in the client from the Information Officer / Officer of the Day. | 1. Log in the client and do initial interview. | None | 5 Minutes | <i>Social Welfare Aide</i> <i>Social Welfare Assistant</i> Office of the Municipal |



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| | | | | Social Welfare and Development Officer |
| 2. Proceed to case worker | 2. Review the requirements and assessment minor. | None | 30 Minutes | <i>Social Welfare Officer I</i> <i>Social Welfare Officer II</i> <i>Social Welfare Officer III</i> Office of the Municipal Social Welfare and Development Officer |
| | 2.1 Prepare the Certificate of Local Travel | None | 5 Minutes | <i>Social Welfare Officer I</i> <i>Social Welfare Officer II</i> <i>Social Welfare Officer III</i> Office of the Municipal Social Welfare and Development Officer |
| | 2.2 Approval of the Certificate of Local Travel | None | 2 Minutes | <i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer |
| 3. Received approved Certificate of Local Travel | 3. Issuance of approved Certificate of Local Travel | None | 2 Minutes | <i>Social Welfare Officer I</i> <i>Social Welfare Officer II</i> <i>Social Welfare Officer III</i> Office of the Municipal Social Welfare and Development Officer |
| | TOTAL: | None | 44 Minutes | |