



2023 REVISED INTER-AGENCY COUNCIL AGAINST TRAFFICKING (IACAT) GUIDELINES ON DEPARTURE FORMALITIES FOR INTERNATIONAL-BOUND FILIPINO PASSENGERS

Pursuant to Republic Act No. 9208 (Anti-Trafficking in Persons Act of 2003), as amended by Republic Act No. 10364 (Expanded Anti-Trafficking in Persons Act of 2012) and Republic Act No. 11862 (Expanded Anti-Trafficking in Persons Act of 2022), and its Revised Implementing Rules and Regulations; Republic Act No. 8042 (Migrant Workers and Overseas Filipinos Act of 1995), as amended by Republic Act No. 10022; Republic Act No. 11641 (Department of Migrant Workers Act); Republic Act No. 8239 (Philippine Passport Act of 1996); Republic Act No. 7610 (Special Protection of Children Against Abuse, Exploitation and Discrimination Act); and other related laws and guidelines¹, the Inter-Agency Council Against Trafficking (Council) hereby promulgates the 2023 Revised IACAT Guidelines on Departure Formalities for International-Bound Filipino Passengers and defines the parameters of its implementation:

I. GENERAL PROVISIONS

All international-bound Filipino passengers shall undergo immigration inspection for assessment, clearance, and documentation.

1. Basic Travel Documents

- a. Passport, valid at least six (6) months from the date of departure;
- b. Appropriate valid visa, whenever required;
- c. Boarding pass; and
- d. Confirmed return or roundtrip ticket, when necessary².

2. Primary Inspection

- 2.1. The primary Immigration Officer (IO) of the Bureau of Immigration (BI) shall interview the passenger about the purpose of his/her travel and inspect the basic travel documents.
- 2.2. The IO may propound relevant clarificatory questions and require from the passenger additional supporting documents as enumerated in Part II of this Guidelines to establish the purpose of travel.
- 2.3. The primary IO shall clear the departure of a passenger who is able to sufficiently establish his/her declared purpose of travel.
- 2.4. The primary IO shall defer the departure of a passenger based on the following grounds:
 - a. Presentation of fraudulent, falsified, or tampered travel or supporting documents; or
 - b. Refusal to undergo primary inspection.

¹ See Annex "A" for the list of other related laws and guidelines.

² See Part II of this Guidelines. The presentation of a confirmed return or roundtrip ticket is necessary for Tourists, OFWs traveling to other countries during vacation in the Philippines, Students/Scholars (if practicable), Passengers with Prospective Employers Abroad, and Trainees for Skills Enhancement: Non-Government Endorsed Trainees.

- 2.5. The primary IO shall refer the following passengers for secondary inspection:
- a. Those who failed to establish their purpose of travel during primary inspection;
 - b. Those with inconsistent or insufficient travel or supporting documents;
 - c. Those unable to show proof of financial capacity to travel and are accompanied by a foreign national who is not a relative by consanguinity or affinity up to the fourth (4th) civil degree³;
 - d. Those traveling, with or without a visa, to countries under Alert Level Three (3) or Four (4) as determined by the Department of Foreign Affairs (DFA) and those with relevant deployment bans as determined by the Department of Migrant Workers (DMW);
 - e. Those who previously stayed abroad for over six (6) months as a tourist or previously misrepresented any travel information, and are intending to travel again for the same purpose;
 - f. Those with active deferred-departure records; or
 - g. Those identified and reported by the IACAT Anti-Trafficking Task Force (IACAT-ATTF) or other government agencies as a potentially trafficked/illegally recruited person or a suspected trafficker/illegal recruiter.
- 2.6. In case the primary IO defers the departure of the passenger or refers him/her for secondary inspection, the primary IO shall inform the passenger of the ground for deferment or referral. The primary IO shall then require the passenger to accomplish a Border Control Questionnaire (BCQ) which shall contain the primary IO's assessment and action.

3. Secondary Inspection

- 3.1. The secondary IO shall interview the passenger about the purpose of his/her travel and shall conduct further examination of his/her supporting documents which may include database referencing and referral of documents for laboratory examination.
- 3.2. During the inspection, the secondary IO shall consider the totality of the circumstances of the passenger which includes, but is not limited to, the purpose of travel, country/ies of destination, duration of stay, travel history, age, financial capacity or source of income consistent with the passenger's declared purpose of travel, and educational background. Thereafter, the secondary IO shall either allow or defer the departure of the passenger.
- 3.3. The secondary IO shall defer the departure of the passenger upon a finding of any of the following grounds:
- a. Refusal to undergo secondary inspection;
 - b. Doubtful purpose of travel;
 - c. Inconsistent or insufficient travel or supporting documents;
 - d. Misrepresentation or withholding of material information about the travel;
 - e. Presentation of fraudulent, falsified, or tampered travel or supporting documents;
 - f. Non-compliance with previous deferred-departure requirements; or
 - g. The passenger is a potentially trafficked or illegally recruited person, or a suspected trafficker/ illegal recruiter.

³ Up to fourth (4th) civil degree of consanguinity (e.g. *pinsang buo*) or affinity (e.g. *bayaw, hipag, biyenán*)

- 3.4. The secondary IO shall inform the passenger of his/her assessment and shall provide a requirement slip containing a list of documents needed to be presented by the passenger for compliance.
- 3.5. In cases under 3.3(g), the secondary IO shall turn over the passenger to the IACAT-ATTF.
- 3.6. In all cases, the secondary IO shall indicate in the BCQ his/her assessment and the material information gathered.
- 3.7. Secondary inspection shall not exceed fifteen (15) minutes unless extraordinary circumstances⁴ require a longer period of inspection. The 15-minute period shall commence at the start of the interview by the secondary IO.
- 3.8. Whenever circumstances require, an authorized secondary IO may still conduct a random redundancy check and/or secondary inspection on a passenger already allowed or cleared by a primary IO, in which case, the BCQs shall contain only the secondary assessment.

II. ADDITIONAL SUPPORTING DOCUMENTS

In addition to the inspection of basic travel documents, the IO may propound relevant clarificatory questions and require the passenger to show additional supporting documents, when applicable, as follows:

A. TOURISTS

1. Self-funded Travels

- a. Confirmed return or roundtrip ticket;
- b. Proof of hotel booking/accommodation;
- c. Financial capacity or source of income consistent with the passenger's declared purpose of travel; and
- d. Proof of employment and other equivalent documents.

2. Sponsored Travels⁵

2.1. If the sponsor abroad is a relative within the first (1st) civil degree of the passenger⁶

- a. Original Philippine Statistics Authority (PSA)-issued birth certificate/report of birth or marriage certificate/report of marriage as proof of first (1st) civil degree relationship;
- b. Confirmed return or roundtrip ticket; and
- c. Copies of the following documents of sponsor, such as:
 - i. Valid passport;
 - ii. Valid work visa/permit, residence permit or any equivalent document;

⁴ Extraordinary circumstances include, but are not limited to, database referencing and referral of documents to the Bureau of Immigration Anti-Fraud Section (BI-AFS) for laboratory examination.

⁵ A travel is sponsored if any part of it is funded by a person other than the passenger (e.g. airfare, hotel bookings/accommodation, daily expenses, among others.)

⁶ Refers to a relative within the first (1st) civil degree (e.g. spouse, child, parents) residing abroad, including overseas Filipino workers (OFWs)

- iii. Overseas Employment Certificate (OEC), E-receipt, or OFW Clearance, for OFW sponsors.

2.2. If the sponsor abroad is a relative up to fourth (4th) civil degree of consanguinity or affinity, unless otherwise limited by the Philippine Embassy or Consulate exercising jurisdiction

- a. Original Affidavit of Support and Guarantee (AOSG) showing the information in Annex “B”, and is:
 - i. duly notarized by the Philippine Embassy/Consulate/Honorary Consulate authorized to perform notarization services; or
 - ii. if the AOSG is notarized by a local notary public in the country of destination, the AOSG must be duly authenticated by the Philippine Embassy/Consulate/Honorary Consulate (for non-Apostille countries) or apostilled⁷ by the apostille authority in the country of destination (for Apostille countries).
- b. Confirmed return or roundtrip ticket; and
- c. Original PSA-issued birth certificate/report of birth or marriage certificate/report of marriage showing the exact relationship between the passenger and the sponsor.

2.3. If the sponsor abroad is a non-relative or a legal/juridical entity

- a. Original Affidavit of Support and Guarantee (AOSG) showing the information in Annex “B”, and is:
 - i. duly notarized by the Philippine Embassy/Consulate/Honorary Consulate authorized to perform notarization services; or
 - ii. if the AOSG is notarized by a local notary public in the country of destination, the AOSG must be duly authenticated by the Philippine Embassy/Consulate/Honorary Consulate (for non-Apostille countries) or apostilled⁸ by the apostille authority in the country of destination (for Apostille countries).
- b. Substantial proof of relationship⁹;
- c. Confirmed return or roundtrip ticket; and
- d. If a legal/juridical entity, registration papers of the sponsor.

2.4. If traveling with a local sponsor¹⁰

- a. Duly notarized affidavit executed by the local sponsor showing the information indicated in Annex “B”;
- b. Substantial proof of relationship¹¹;
- c. Copy of the sponsor’s return ticket consistent with that of the passenger.

⁷ <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

⁸ Id at 7

⁹ Refers to any document and/or circumstance that can establish the claimed relationship between the passenger and the sponsor.

¹⁰ Local sponsor refers to an individual residing in the Philippines or a representative of a Philippine-registered juridical entity that will fund the travel expenses of the passenger.

¹¹ Id at 9.

B. OVERSEAS FILIPINO WORKERS¹²

1. OFWs Departing for the First Time

- a. OEC, E-receipt, or OFW Clearance duly issued by the Department of Migrant Workers (DMW) as appearing in the Border Control Information System (BCIS);
- b. Valid and appropriate employment visa or work permit or any equivalent document;
- c. Employment contract, as necessary; and
- d. Visa Usage Undertaking¹³ or Manpower Request specifying visa usage approved or verified by the Migrant Workers Office (MWO), if applicable.

2. Balik-Manggagawa (BM)¹⁴

- a. Valid and appropriate employment visa/work permit or any equivalent document;
- b. OFW Clearance, OEC issued on-site by the MWO or by the DMW or Migrant Workers Airport Assistance Center (MWAAC), or Online BM OEC Exemption or manually issued OEC; and
- c. Proof of employment¹⁵, as necessary.

3. Direct-Hire¹⁶

- a. OEC, E-receipt, or valid OFW Clearance; and
- b. Proper and valid work visa/work permit or any equivalent document.

4. OFWs Requiring Special Travel Exit Clearance¹⁷ in lieu of OEC

- a. Locally employed seafarers (conduction crew) who will be manning a Philippine Registered Ship's conduction from a foreign port to the Philippines;

¹² Refers to a Filipino who is to be engaged, is engaged, or has been engaged in remunerated activity in a country of which he or she is not an immigrant, citizen, or permanent resident or is not awaiting naturalization, recognition, or admission, whether land-based or sea-based regardless of status; excluding a Filipino engaged under a government-recognized exchange visitor program for cultural and educational purposes. For purposes of this provision, a person engaged in remunerated activity covers a person who has been contracted for overseas employment but has yet to leave the Philippines, regardless of status, and includes "Overseas Contract Workers". The term "OFW" is synonymous to "Migrant Worker" (Section 3 (g) of R.A. 11641).

¹³ **When Allowed:** Upon the showing of the MWO-approved or verified Visa Usage Undertaking/Manpower Request, notwithstanding a discrepancy between the actual job position/job title in the visa and the OEC.

When Not Allowed: If the passenger has a Visa Usage Undertaking for domestic workers and low/semi-skilled female workers as described under POEA Memorandum Circular No. 05 and 06, Series of 2009 and related subsequent issuances.

¹⁴ An OFW who has served or is serving their employment contract and is:

- a. Returning to the same employer and the same job site; or
- b. Returning to the same employer in a new job site; or
- c. An OFW who has started employment with a new employer and is returning to the said employer.

¹⁵ Any proof of existing employment with the current employer to which the worker is resuming employment such as current certificate of employment, valid company ID, or recent pay slip.

¹⁶ Direct hire refers to Filipinos engaged to work abroad without the assistance of a licensed recruitment agency, consultant, or other intermediaries.

The following employers shall be allowed to engage in the direct hiring of workers:

- a. Members of the diplomatic corps;
- b. International Organizations (e.g., United Nations, ASEAN);
- c. Heads of state and government officials with the rank of at least deputy minister; and
- d. Other employers as may be allowed by the DMW, such as:
 - i. Those provided in a, b, and c, but with a lesser rank if endorsed by the MWO or Head of Mission in the absence of the MWO;
 - ii. Employers of professionals or skilled workers with duly authenticated contracts containing terms and conditions over and above the standards set by the DMW. The number of professionals and skilled OFWs hired for the first time shall not exceed five (5) unless amended by subsequent issuances. In determining the number, workers hired as a group shall be counted as one (e.g., musical band), or
 - iii. Permanent resident hiring a Filipino relative or family member, except for the position of the domestic worker as herein defined.

¹⁷ The DMW shall issue special clearances for travel abroad for Philippine Registered Ship's conduction manned by locally employed seafarers. Likewise, it shall cover seafarers who will undergo orientation and such other analogous circumstances, as a requirement prior to their employment. A guideline shall be issued by the Department for the implementation of this section.

- b. Seafarers who will undergo orientation and other analogous circumstances as a requirement before their employment, as the prospective foreign employer prescribes. The foreign employer must be accredited by a licensed local manning agency; and
- c. Emergency change crew for Philippine registered vessels docked in international ports.

5. OFWs traveling to other countries during their vacation in the Philippines¹⁸

If the OFW will travel to other country/ies for tourism, but will return to the Philippines before proceeding to his/her jobsite, the OFW shall undergo the usual immigration inspection for tourist travelers under this Guidelines.

If the OFW will travel to other country/ies for tourism, but will proceed directly to his/her job site, a valid OEC will be required.

6. Endorsement to the DMW-MWAAC

The IO shall promptly endorse a passenger to the DMW-MWAAC for validation of employment documents, updating of employment records, issuance of clearance, or other appropriate action, when confronted with the following:

- a. the OEC of the OFW or MWO-registered worker is invalid, expired, used, or did not reflect in the BCIS; or
- b. the OFW has incomplete or questionable documents.

In cases of endorsement to the DMW-MWAAC, the IO shall provide the passenger with a validation request form. Upon validation by the DMW-MWAAC, the passenger shall be directed back to the IO for the completion of the immigration inspection.

C. MINORS

1. Traveling with parent/s

- a. Original Philippine Statistics Authority (PSA)-issued birth certificate or report of birth; and
- b. If the minor is traveling without the mother, original copy of PSA-issued marriage certificate;

2. Travels Requiring Department of Social Welfare and Development (DSWD) Clearance or Certificate of Exemption

2.1. DSWD Travel Clearance Certificate (TCC), When Required

2.1.1. Passengers traveling with a minor shall present a DSWD TCC under any of the following circumstances:

- a. If the parents are not married and the minor is traveling without the mother;
- b. If the minor is traveling with a person other than his/her parent/s; or
- c. If the passenger is over 18 years old but unable to fully take care of himself/herself or protect himself/herself from abuse, neglect, cruelty,

¹⁸ A returning worker or a Balik-Manggagawa with a valid work visa or an existing work contract with a current employer who, after returning to the Philippines, shall be traveling to other countries for a holiday shall be considered a tourist.

exploitation or discrimination because of a physical or mental disability or condition¹⁹.

- 2.1.2. Minors thirteen (13) years old and above, who are traveling alone, shall present a DSWD TCC. Minors below thirteen (13) years old are absolutely prohibited from traveling alone.

2.2. DSWD Certificate of Exemption from TCC, When Required

Passengers traveling with a minor shall present a DSWD Certificate of Exemption from TCC under any of the following circumstances:

- a. If the parents are not married and the minor is traveling with the biological father who has sole parental authority or legal custody over the minor;
- b. When the traveling companion is the legal guardian;
- c. Orphans of married parents and traveling with the substitute parent/s (grandparent or nearest kin); and
- d. Orphans of non-married parents and traveling with the substitute parent/s or nearest kin on maternal side.

3. Minors Subject of Adoption

3.1. For adopted minors with an Order of Adoption but pending issuance of a new PSA-issued birth certificate

- a. Travel Authority for the adoptive parent/s and adopted minor issued by the National Authority for Child Care (NACC).

3.2. Prospective Adoptive Parent/s Traveling with a Minor Subject of Pending Domestic Adoption Proceedings

- a. For proceedings pending with the NACC
 - i. DSWD Travel Clearance Certificate
- b. For those pending in courts
 - i. A manifestation or notice about the intended travel, duly received by the Court where the case is pending, filed at least seven (7) calendar days before the intended date of travel.

3.3. Prospective Adoptive Parent/s Traveling with a Minor Subject of Pending Inter-Country Adoption Proceedings²⁰.

- a. Travel Authority for the prospective adoptive parent/s issued by the NACC;
- b. Travel Clearance Certificate for Adoptee issued by the NACC; and
- c. Clearance from the Commission on Filipinos Overseas (CFO).

¹⁹ For purposes of this Guidelines and consistent with Section 3(a) of R.A. No. 7610, as amended, "children" refers to person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition.

²⁰ Minors under this category refer to those already entrusted to a prospective adoptive parent/s and are traveling to the latter's country for post-placement supervision and adoption finalization.

D. OTHER CATEGORIES OF PASSENGERS

1. Dependent Family Members²¹ Joining the OFW at the Job Site

- a. Valid dependent visa or any equivalent document; and
- b. Copies of the OFW's valid visa and OEC, E-receipt, or OFW Clearance.

2. Passengers Requiring Clearance from the CFO

- a. Filipino spouse, fiancé(e), or a partner²² of a foreign national²³ with immigrant/resident/spouse/long-term/partner/prospective-marriage/family-reunification visa and other similar visas;
- b. First time Filipino emigrants, holders of residence visa or permit/holders of Permanent Resident Card registering for the first time with CFO;
- c. Filipino J1 Visa Holders or Exchange Visitors Program Participants bound for the United States of America; and
- d. Passengers traveling under Au Pair Visa.

3. Students under the International Student Affairs Program (ISAP) or Student Internship Abroad Program (SIAP) of the Commission on Higher Education (CHED)

- a. CHED Endorsement

4. Students/Scholars

- a. Acceptance Letter issued by the institution or school abroad;
- b. Duly-notarized affidavit executed by the scholar/student indicating the name of the educational institution and the duration of the course or program of study;
- c. Confirmed return or roundtrip ticket consistent with the duration of the program, if practicable;
- d. Proof of financial capacity or academic scholarship/funding/support; and
- e. If applicable, endorsement from the National Commission on Muslim Filipinos (NCMF) for Arabic language scholars.
- f. For basic education students under an international exchange program or joining a competition abroad, a certification issued by the School Division Superintendent shall be presented. If said student is a minor traveling without the parents/legal guardian, a DSWD Travel Clearance Certificate shall also be required.

5. Passengers with Prospective Employers Abroad²⁴

- a. Confirmed return or roundtrip ticket consistent with the duration of the travel;
- b. Relevant documents²⁵ relating to the purpose of the travel; and
- c. Duly-notarized affidavit executed by the passenger indicating the purpose and duration of travel.

²¹ Spouse, children, and parents of OFWs joining them as dependents.

²² "Partner" shall refer to one who is engaged in a genuine heterosexual or same-sex relationship with another person, including fiancé(e) or one who is engaged to be married to another (2007 Commission on Filipinos Overseas Guidelines for the Registration of Filipino Emigrant and Departing Spouses and other Partners of Foreign Nationals).

²³ For purposes of issuance of CFO clearance, foreign nationals shall include former Filipino citizens and those with dual citizens.

²⁴ Passengers under this category shall refer to those traveling for training or skills enhancement, final interview, or qualifying examination for prospective employment abroad.

²⁵ Example of relevant documents are the invitation letter, schedule of interview, or job seeker's visa as appropriate, among others.

6. Passengers Traveling Abroad for a Compassionate or Humanitarian Visit to a Filipino Overseas

- a. Certification from the DMW or the DFA, through its foreign service posts, specifying the purpose of the said travel.

7. Passengers Traveling for Intra-Company Transfers or Intra/Inter-Company Trainings

7.1. Intra-Company Transferees²⁶

- a. Proof of local employment as certified by the Department of Labor and Employment (DOLE); and
- b. Secondment agreement between the local/domestic company and the foreign host company, as necessary.

7.2. Intra/Inter-Company Trainees²⁷

- a. Proof of local employment as certified by DOLE; and
- b. Traineeship Agreement, duly authenticated by the Philippine Embassy or Consulate where the training or skills enhancement shall be conducted, as necessary.

8. Filipino Volunteer Workers²⁸

- a. Endorsement from the Philippine National Volunteer Service Coordinating Agency (PNVSCA)²⁹

9. Hajj Pilgrims³⁰ to Mecca

- a. Endorsement/List of Pilgrims from the NCMF

10. Filipino Donor Traveling for Organ Donation or Organ Transplantation

- a. Department of Health (DOH) Clearance approving the organ donation or organ transplantation³¹

²⁶ Passengers under this category shall refer to those temporarily transferred from their current domestic employer/company to another country, based on a secondment agreement under the internal direction of a foreign host company. The remuneration and responsibilities remain with the domestic company.

²⁷ Passengers under this category shall refer to those who shall undergo training either with the mother, subsidiary, or affiliate company overseas for a certain period; or passengers who shall undergo training with another company outside the Philippines provided that both the domestic company and the foreign host company are in the same industry.

²⁸ Pursuant to R.A. No. 9418 (Volunteer Act of 2007), a "volunteer" refers to an individual or group who, for reasons arising from their socio-developmental, business, and corporate orientation, commitment or conviction, contribute time, services, and resources, whether on a full-time or part-time basis, to a just and essential social development cause, mission, or endeavor in the belief that their activity is mutually meaningful and beneficial to the public interest as well as to themselves.

²⁹ R.A. No. 9418 and its Implementing Rules and Regulations.

³⁰ R.A. No. 9997 (National Commission on Muslim Filipinos Act of 2009) and its Implementing Rules and Regulations.

³¹ The DOH approval applies only to the declared donor-recipient/donee pair and excludes donor's participation in any paired kidney exchange program (DOH Administrative Order No. 2021-0059).

11. Trainees for Skills Enhancement

11.1. Government-Endorsed Trainees³²

a. Department of Agriculture-Agricultural Training Institute (DA-ATI)'s Trainees

- i. DA-ATI Endorsement

b. TESDA Trainees for Agro-Studies

- i. TESDA Endorsement

c. Other Government Endorsed Trainees

- i. Endorsement from the concerned government agency

11.2. Non-Government Endorsed Trainees³³

- a. Confirmed return or roundtrip ticket for programs six (6) months and below;
- b. Traineeship Contract apostilled or duly authenticated by the Philippine Embassy or Consulate; and
- c. Duly-notarized affidavit executed by the trainee indicating the name of the training institution and the duration of the training.

III. DEPARTURE FORMALITIES FOR PASSENGERS NOT EXCLUSIVELY FALLING UNDER ANY OF THE CATEGORIES OF THE GUIDELINES

Passengers not specifically falling under any of the above categories shall undergo the required immigration inspection under this Guidelines and shall show documents that would sufficiently establish their purpose of travel.

IV. TURNOVER OF POTENTIALLY TRAFFICKED PASSENGERS

1. Passengers identified during secondary inspection as potentially trafficked persons shall be deferred for departure and turned-over to the IACAT-ATTF at the port, including their passports and supporting documents³⁴, for appropriate intervention and disposition.
2. The IACAT-ATTF shall turn over the travel documents of potentially trafficked persons to either of the following:
 - 2.1 Appropriate Law Enforcement Agency (LEA)³⁵ for investigation, for questionable passports³⁶; or
 - 2.2 DFA-Office of Consular Affairs (OCA) for all other passports.

³² "Government-Endorsed Trainee" refers to a passenger traveling under a training program entered into by and between a Philippine government office and a foreign implementing partners.

³³ "Non-Government Endorsed Trainee" refers to those trainees traveling to engage in skills enhancement in their personal capacity or via sponsorship of a foreign host company.

³⁴ Supporting documents include, but are not limited to, BI-AFS Certification, Affidavit of Deferred Departure, copy of the BCQ, etc.

³⁵ For purposes of Part IV of this Guidelines, LEA refers to National Bureau of Investigation and Philippine National Police.

³⁶ a. Passport with a questionable visa or BI Border Stamp (BIBS);
b. Passport initially identified as fraudulent or fraudulently acquired; or
c. Counterfeit passport.

In cases under 2.1, the IACAT-ATTF, shall report to the DFA-OCA the details of such passports through electronic mail.

The DFA-OCA shall maintain a database of turned-over passports from the IACAT-ATTF.

3. In cases where a questionable passport was presented by the passenger, the same shall be endorsed first to the BI-AFS for laboratory examination. The BI-AFS shall then issue a certification on its findings. When a recruitment agency is involved, the BI shall also furnish the DMW with a copy of all relevant documents for appropriate action.
4. The IACAT-ATTF shall coordinate with the appropriate LEA for case build-up, investigation, and possible prosecution.
5. When a case that reached investigation or prosecution phase is dismissed, the IACAT-ATTF, NBI, PNP, or the Prosecutor shall forward to the DFA-OCA or the nearest DFA Consular Office the turned-over passports with a corresponding report, and copy furnish the IACAT Secretariat.

V. REPORTORIAL REQUIREMENTS

1. The IACAT-ATTF, NBI, PNP, and DMW shall provide the IACAT Secretariat a quarterly report on the disposition of matters referred to them for investigation, specifying whether a case was filed or not. If a case was filed, they shall give the status and details of the case, including the title, docket/criminal case number, venue, and violation of the law.
2. The IACAT Secretariat shall report to the DFA-OCA the status of cases referred by the IACAT-ATTF to the LEA to guide the DFA-OCA in the disposition of the turned-over passports.
3. The IACAT Secretariat shall also provide periodic updates to the BI of the status of cases referred to IACAT-ATTF.

VI. REMEDIES

All concerned agencies and task forces shall adhere to the principles of courtesy, accountability, responsibility, efficiency, and service. The passenger may initiate appropriate civil, criminal, or administrative cases as provided for under existing laws to redress grievances, when deemed necessary.

VII. COMMON PROVISIONS

1. The use of cellphones, cameras, recording devices, or any similar electronic devices shall be strictly prohibited at all times within the immigration area unless otherwise authorized.
2. All documents, records, and data gathered during immigration inspection shall be confidential. Any unauthorized disclosure thereof is prohibited.

3. All concerned agencies tasked to implement this Guidelines shall ensure that adequate and continuous capacity building and trainings, including disability-sensitivity, are provided to their personnel.
4. In the implementation of this Guidelines, reasonable accommodation through provision of readily accessible facilities shall be accorded to Persons with Disabilities (PWDs).
5. All agencies issuing clearances, certifications, or exemptions shall endeavor to create a mechanism for real-time data-sharing of information within three (3) months from the effectivity of this Guidelines. In the interim, such agencies shall submit to the BI an electronic copy of the clearances, certifications, or exemptions issued at least seven (7) days before the intended departure of the passengers.
6. The BI shall maintain a sex-disaggregated database of deferred departures. Such database shall have connectivity features and shall only be used by Immigration authorities in all international ports of entry and exit.
7. All concerned agencies and task forces designated for the purpose of preventing and addressing trafficking in persons, illegal recruitment, and other related crimes shall revise their respective procedures to adhere to this Guidelines within three (3) months from the effectivity thereof.
8. The IACAT and other concerned government agencies shall, from time to time, issue appropriate guidelines to cover emerging trends in the departure of Filipinos, with prior notice and coordination with the BI, IACAT Secretariat and IACAT-ATTF.

VIII. REPEALING CLAUSE

All department orders, circulars, and issuances inconsistent herewith are hereby revoked.

IX. SEPARABILITY CLAUSE

The declaration of invalidity of any part of this Guidelines shall not affect the validity of the remaining provisions.

X. EFFECTIVITY CLAUSE

This Guidelines shall take effect fifteen (15) days after its publication in a newspaper of general circulation or in the Official Gazette.

* * *

ANNEX “A”

- Republic Act No. 11642 - Domestic Administrative Adoption and Alternative Child Care Act
- Republic Act No. 10906 - Anti-Mail Order Spouse Act
- B.P. No. 79 as amended by E.O.s 728, 928, and 346 - An Act Creating the Commission on Filipinos Overseas and for Other Purposes
- Republic Act No. 9225 - Citizenship Retention and Re-acquisition Act of 2003
- 2007 Commission on Filipinos Overseas Guidelines for the Registration of Filipino Emigrant and Departing Spouses and other Partners of Foreign Nationals
- 2013 Commission on Filipinos Overseas Revised Guidelines for the Registration of Exchange Visitor Program (EVP) Participants or J-1 Visa Holders
- Guidelines on the Departure of Filipino Au Pairs to Europe
- Republic Act No. 9997 - National Commission on Muslim Filipinos Act of 2009
- Administrative Order No. 12, Series of 2017 - Omnibus Guidelines for Minors Travelling Abroad
- Republic Act No. 9418 - Volunteer Act of 2007
- DSWD A.O. 2012 series of 2017 - Omnibus Guidelines for Minors Travelling Abroad
- CHED Memorandum Order No. 22 s. 2013 Revised Policies, Standards and Guidelines on Student Internship Abroad Program
- Memorandum Circular No. 7, Series of 2003 - Guidelines Concerning Registration of Landbased Name Hires
- POEA Memorandum Circular No. 05 - Processing of Low/ Semi-Skilled Female Workers as Name Hires
- POEA Memorandum Circular No. 06 s. 2009 - Additional Documentary Requirement for the Verification and Registration of Principals and Documentation of Household Service Workers (HSWs) and Low/Semi-Skilled Female Workers (LSFW)
- Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016
- POEA MC No. 08, s. 2018 - Guidelines on Registration of Direct-Hire OFWs
- DOH AO No. 2021-0059 - Guidelines on Ethical Organ Donation and Transplantation from Living Donors

ANNEX “B”

II.2.2.2 If the sponsor abroad is a relative up to the fourth (4th) civil degree of consanguinity or affinity, unless otherwise limited by the Philippine Embassy or Consulate exercising jurisdiction

- a. Relationship of the sponsor and the passenger within the fourth (4th) civil degree of consanguinity (e.g. *pinsang buo*) or affinity (e.g. *bayaw, hipag, biyenan*), or unless otherwise limited by the Philippine Embassy or Consulate exercising jurisdiction;
- b. The legal/immigration status or DMW registration of the sponsor;
- c. Sponsor’s financial capacity to support the passenger’s travel;
- d. Address and contact information of the sponsor; and
- e. An undertaking by the sponsor that the travel is solely for tourism purposes, that the sponsored passenger shall return to the Philippines upon the completion of the tour as reflected in the return ticket, and that the unreasonable failure to comply with the obligations of sponsorship may affect the assessment of the passenger’s future travels and the sponsor’s capacity to invite.

II.2.2.3 If the sponsor abroad is a non-relative or legal/juridical entity

- a. Relationship of the passenger with the sponsor as evidenced by any document and/or circumstance that can establish the claimed relationship between the passenger and the sponsor;
- b. Reason for sponsorship;
- c. Financial capacity of the sponsor to support the passenger’s travel;
- d. The legal/immigration status or DMW registration of the sponsor;
- e. Address and contact information of the sponsor; and
- f. An undertaking by the sponsor that the travel is solely for tourism purposes, that the sponsored passenger shall return to the Philippines upon the completion of the tour as reflected in the return ticket, and that the unreasonable failure to comply with the obligations of sponsorship may affect the assessment of the passenger’s future travels and the sponsor’s capacity to invite.

II.2.2.4 If traveling with a local sponsor

- a. Identity, address, and significant personal information of the sponsor, including a copy of a government-issued identification card;
- b. Relationship of the passenger with the sponsor as evidenced by any document and/or circumstance that can establish the claimed relationship between the passenger and the sponsor.
- c. Reason for sponsorship;
- d. Financial capacity of the sponsor to support the travel of the passenger; and
- e. An undertaking that the travel is solely for tourism purposes; that the sponsored passenger shall return to the Philippines upon the completion of the tour with him or her or as reflected in the return ticket; and that the unreasonable failure to comply with the obligations of sponsorship may affect the immigration inspection of the passenger’s future travels and the sponsor’s capacity to undertake a sponsored travel.