

Department of Justice
LEGAL STAFF

**Frontline Service: A. Immigration Look-Out Bulletin Order (ILBO)
B. Allow Departure Orders (ADOs)**

PROCEDURE	EMPLOYEE	TIME	FEE
Proceeds to Frontline and presents request-letter and supporting documents	Frontline Staff (Window 8)	5 minutes	None (<i>Gratis</i>)
Proceeds and presents the request-letter, documentary requirements, and Acknowledgement Receipt issued by the staff in Window 8.	Assigned Staff, Room 309, 3rd Floor, De Las Alas Building	3 minutes	None
Receives File Copy of request and Acknowledgement Receipt with notice to follow-up after fifteen (15) working days.	Assigned Staff, Room 309, 3rd Floor, De Las Alas Building	5 minutes	None
End of transaction			
Feedback Procedure: Accomplish the Feedback Form and drop into the designated box before leaving the premises.			

Processing Time: Within the day for request to be received and acknowledged at the Frontline Service, and

Within 10 days for request to be properly addressed by the concerned official/s

Procedure for Complaints:

1. Go to the DOJ Action Center and directly report any complaint relative to the service/transaction; or
2. Contact the Legal Staff office at telephone numbers (02) 526-2756 and/or 523-1505 and/or email at dojlegalstaff@gmail.com
3. Contact government complaint hotline "8888".

Documentary Requirements:

A. Immigration Look-Out Bulletin Orders (ILBOs)

1. Original Request-Letter and/or Indorsement from Head of Government Agency/Prosecutor handling the case
2. Copy of case Information/Certification of Pending Preliminary Investigation, etc.

B. Allow Departure Orders (ADOs)

1. Original Request-Letter (signed);
2. Affidavit (duly notarized) indicating date of arrival/departure and reporting to concerned Embassy/Consular Office Abroad;
3. Original Clearance issued by the appropriate Judicial Courts (RTC, MTC, etc.);
4. Original and photocopy of Proof of identity - (i.e.: Passport, GSIS, SSS, etc.)/Authority for authorized representative; and
5. Print-out of Order (Hold Departure Order, Watchlist Order, Blacklist Order) issued by the Secretary of Justice and/or Bureau of Immigration (BI)