



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

June 23, 2022

DIVISION MEMORANDUM
No. 229, s. 2022

**REGIONAL CLEARANCE AND TRAVEL ABROAD REQUIREMENTS
(J1 Visa/Teachers Exchange Program Only)**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Elementary and Secondary School Heads
Teaching and Non-teaching Personnel
All Others Concerned

1. In order to enhance the full cooperation and processing of Regional Clearance and Travel Abroad for J1 visa/Teachers Exchange Program, the requirements are as follows:

For Regional Clearance:

- a. Letter of Intent (with applicant e-mail address)
- b. Division clearance
- c. Confirmation of Appointment for International Exchange Teacher or Job Offer (signed by the employer and applicant).

(Note: It is important to indicate the applicant's e-mail address so that the Regional Office can furnish him/her a copy of the processed Regional Clearance upon sending to Central Office.)

For Travel Abroad on leave:

- a. Endorsement by SDS
- b. Letter of intent
- c. Service Record
- d. Application for Leave (Form 6)
- e. Certification as to the following:
 - e.1. Another teacher is available to take over the class;
 - e.2. Teacher has no pending unsubmitted report;
 - e.3. Teacher has no pending administrative case;
 - e.4. No government funds will be spent for the travel;
 - e.5. Teacher has not gone on leave abroad within one year prior to the date of his/her application.
- f. Provident Fund Loan Clearance/Certification
- g. Additional requirement will be the Indorsement from Central Office to CFO that will be sent directly to the applicant.

2. Immediate dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JJAL/CPC/ADMIN/ATM/art



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph