



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

**Office of the Schools Division
Superintendent**

July 21, 2023


DIVISION MEMORANDUM

No. 299 , s. 2023

**ADDITIONAL REQUIREMENTS FOR J1 TEACHERS EXCHANGE PROGRAM FOR
REGIONAL CLEARANCE**

To: OIC Assistant Schools Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is the communication from the Department of Education (DepEd) Regional Office, reminding that there are additional requirements in processing Regional Clearance for teachers who are applying for J1 VISA.
2. Please see Checklist for your reference.
3. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

WDB/EQA/ADMIN/atm



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UPDATED CHECKLIST (J1 TEACHERS EXCHANGE PROGRAM FOR REGIONAL CLEARANCE)

4 messages

Admin Services <asd.ro7@deped.gov.ph>

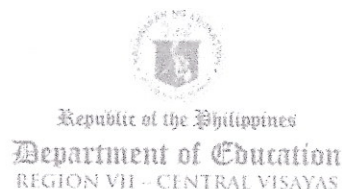
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Good day everyone!

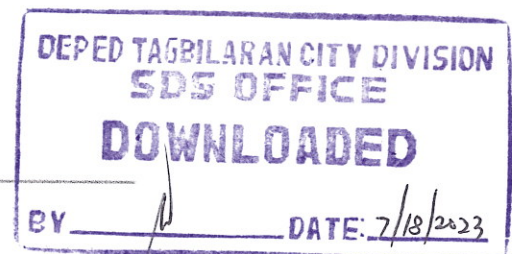
This is a reminder that there are additional requirements in the process of our Regional Clearance. Kindly see below checklist for compliance in order to proceed with obtaining clearance for Teachers. This is effective immediately.

Those who have already submitted their requests are advised to provide the lacking requirements.



Checklist for Request for Regional Clearance (Application of J1 Visa – Resignation)

1. Original Indorsement from the Schools Division Office
2. Original Certification that the employee has no pending Administrative and Criminal Case filed against him/ her from the Schools Division Office
3. Photocopy of Certificate of Last Payment from the Regional Payroll Services Unit.
4. Confirmation of Appointment for International Exchange Teacher/Job Offer (signed by the Employer and Applicant)
5. Signed Division Clearance by the Superintendent.





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