

[DFA DEPARTMENT ORDER NO. 03-90, March 20, 1990]

CREATION OF THE DFA COMMITTEE ON HOLD ORDER LIST

**I
Purpose**

The DFA Committee on Hold Order List is created in order to conduct an assessment of hold order lists submitted by other agencies of government through the National Intelligence Board (NIB) and recommend to the SECRETARY the disposition of each of the cases. The Committee shall also coordinate the processing of passport applications of persons included in the Hold Order List and recommend to the SECRETARY whether or not to issue a passport to them.

Under the new Administrative Code, the Secretary of Foreign Affairs has the final responsibility on matters pertaining to the issuance or non-issuance of passport. The DFA Committee on Hold Order List therefore, will be providing the inputs needed by the SECRETARY as a basis for his decision.

**II
Composition**

The Committee shall be composed by the following:

Chief
Coordinator - Chairman

Assistant
Sec. OIS - Vice-Chairman

Legal Adviser - Member

Assistant
Sec., OHRHS - Member

Director
General, OCS - Member

**III
Procedures**

a. *Inclusion of Persons in the Hold Order List* - The Committee shall deliberate on the cases of persons included in the Hold Order List submitted by the NIB and submit to the SECRETARY recommendations on whether or not to include these persons in the DFA Hold Order List. In no instance shall the Committee accept from other agencies of government requests for the inclusion of persons in the Hold Order List without passing through the NIB Committee. In case an agency sends its request directly to DFA, the Committee shall forward the request to the NIB for initial processing. The DFA Hold Order List must be kept active by deleting the