

**[DSWD ADMINISTRATIVE ORDER NO. 114,
December 06, 1989]**

IMPLEMENTING GUIDELINES FOR MINORS TRAVELING ABROAD

Pursuant to Article 3 of the Child and Youth Welfare Code also known as Presidential Decree 603 stating that "Every child has the right to the care, assistance and protection of the State," and the Department of Social Welfare and Development as mandated through Executive Order No. 123, the following implementing guidelines for minors traveling abroad unaccompanied by parents are hereby promulgated to protect the welfare of the child and prevent child trafficking.

SECTION 1. Statement of Policy . — It is the policy of the State to provide protection to minors against exploitation, improper influence, abuse, hazards and other conditions prejudicial to his physical, mental, emotional, social, and moral development.

A child is one of the most important assets of the nation and every effort should be exerted to promote his welfare and provide opportunities for a better life.

SECTION 2. Definition of Terms. —

Minor is a person below 18 years of age unless emancipated by law.

Protection is an act of safeguarding the welfare of the child by intervening in order to prevent or stop further exploitation, improper influence, hazards, and other conditions prejudicial to his welfare.

Exploitation refers to the user of a minor with or without his consent for one's own advantage or profit.

Childtrafficking refers to carrying on trade or exchange of a child for monetary or any form of consideration.

Applicant is the father, mother, or legal guardian or the person with whom minor is traveling.

Sponsoring person is the one who takes care of the traveling and other expenses to support the child while minor is abroad.

SECTION 3. Procedures . — 1. Application for Certificate to Travel

1.1. Who are required to apply?

All minors unaccompanied by biological parents or legal guardians or the person with whom minor is traveling jointly with the parents or legal guardians of the minor traveling outside of the Philippines are required to apply for a Certification to Travel at the Department through their parents/legal guardians or the person with whom minor is traveling.

1.2. Where to apply?

The application shall be filed at the DSWD Municipal or City District Office which has jurisdiction over the residence of the applicant.

2. How to Process/Processing Procedures?

2.1. The Supervising Social Welfare Officer (SSWO) of the municipal or city district shall explain the purpose and objectives of the issuance of Certificate to Travel to the applicant as follows:

2.1.1. To prevent child trafficking; and

2.1.2. To ensure that traveling companion is able to care for the minor, will be responsible for his welfare.

2.2. Further, the Supervising Social Welfare Officer (SSWO) shall discuss with the applicant the process as follows:

2.2.1. initial interview

2.2.2. assessment/evaluation

2.2.3. submission of requirements within a week from application

2.2.4. recommendation with enclosed requirements to be forwarded to the Secretary through the Philippine Intercountry Adoption Unit for decision.

2.3. If the applicant desires to pursue application after being informed of the purpose and procedures, the SSWO shall request applicant to accomplish form PS-CT 001

2.4. The SSWO shall review content of PS-CT 001 and the following information shall be validated or revoked from the applicant:

2.4.1. purpose of travel;

2.4.2. reason for bringing minor abroad;

2.4.3. reason(s) why parents cannot accompany minor;

2.4.4. relationship of minor with traveling companion;

2.4.5. degree of relationship already fostered with minor by traveling companion;

2.4.6. why was traveling companion chosen;

2.4.7. destinations with the complete addresses and telephone numbers;

2.4.8. length of stay abroad at each destination; expected date of return (when appropriate);

2.4.9. relationship of the minor and the traveling companion/with the sponsoring person, when appropriate;