CFO GUIDANCE AND COUNSELING
APPOINTMENT SYSTEM

Reserve and register online

step 1
Reserve and Register online to attend the Guidance and Counseling Program (GCP)
https://cfo.ph/GCP-Manila-Appointment/
https://cfo.ph/GCP-Cebu-Appointment/
https://cfo.ph/GCP-Davao-Appointment/
https://cfo.ph/GCP-Clark-Appointment/

step 2
Answer the preliminary questions and provide your e-mail address, choose the date of appointment and provide your and your Fiance(e)/Spouse/Partner’s personal information.

step 3
Complete the online registration procedure, and print the barcoded confirmation form or save a digital copy (PDF format) in your mobile, phone or tablet

step 4
Go to CFO (Manila, Cebu, Clark or Davao) on the confirmed date at least one hour before your appointment, and bring the complete GCP requirements

Important reminders:
• Online appointment is required
• Sessions are based on the citizenship of your foreign fiance(e)/spouse/partner
• Attendees per session are as follows:
  - CFO-Manila -15 slots
  - CFO-Clark -12 slots
  - CFO-Cebu -15 slots
  - CFO-Davao -12 slots
• Slot is forfeited if you don’t show up on set date of appointment. You may make a reservation again online but only after your appointed schedule lapses.
• Only clients with confirmed slot/appointment and complete requirements will be accepted in the counseling session.
• Those with confirmed appointment should bring the printed barcoded confirmation form or present the digital copy (saved PDF form) in their mobile phone or tablet PC (copy must show name and reference number).

Counseling Requirements:
1. Barcoded Confirmation form of GCP appointment
2. Two valid identification cards with photo
3. Marriage Certificate (PSA) or if married overseas original Report of Marriage duly registered by the Philippine Embassy/Consulate or the Department of Foreign Affairs
4. Registration fee of P400 (Counseling is free of charge)

GCP applicants are advised to bring the following documents as they may be required by the counselor to complete the Guidance and Counseling Program:
1. Divorce decree/certificate (of Filipino spouse or foreign spouse, if previously married)
2. Annullment paper (of Filipino spouse or foreign spouse, if previously married)
3. Proof of residency/ Alien Registration Card-ARC (of foreign spouse)
4. Proof of relationship (picture together, e-mails, among others)
5. Death certificate (of Filipino spouse or foreign spouse, if widow/widower)
6. Certificate of Family relations /registration (of foreign spouse)

Registration Requirements (for those with visa):
1. Two valid identification cards
2. Original Valid Passport
3. Original Valid Visa
4. CFO Guidance and Counseling Certificate
### SCHEDULES

Please arrive at CFO at least 1 hour before your GCP session for the processing of registration documents.

### MANILA

**By reservation/appointment only**

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>Monday to Friday</td>
<td>1 session (9am - 12nn)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 session (2pm - 5pm)</td>
</tr>
<tr>
<td>Canada</td>
<td>Tuesday &amp; Friday</td>
<td>1 session (9am - 12nn)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>no PM session</td>
</tr>
<tr>
<td>Europe</td>
<td>Monday to Friday</td>
<td>1 session (9am - 12nn)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>no PM session</td>
</tr>
<tr>
<td>Australia</td>
<td>Monday &amp; Thursday</td>
<td>no AM session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 session (2pm - 5pm)</td>
</tr>
<tr>
<td>New Zealand</td>
<td>Wednesday</td>
<td>no AM session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 session (2pm - 5pm)</td>
</tr>
<tr>
<td>Japan</td>
<td>Monday, Wednesday and Friday</td>
<td>no AM session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 session (2pm - 5pm)</td>
</tr>
<tr>
<td>Taiwan and Asia Pacific</td>
<td>Tuesday &amp; Thursday</td>
<td>no AM session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 session (2pm - 5pm)</td>
</tr>
<tr>
<td>South Korea</td>
<td>Tuesday &amp; Thursday</td>
<td>no AM session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 session (2pm - 5pm)</td>
</tr>
<tr>
<td>Middle East, South America, South Africa and other countries</td>
<td>Friday</td>
<td>no AM session</td>
</tr>
</tbody>
</table>

### CLARK

**By reservation/appointment only**

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA, Canada</td>
<td>Wednesdays (12 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>ASPAC, Japan, South Korea</td>
<td>Thursdays (12 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>Europe, Middle East, New Zealand, Australia, other countries</td>
<td>Friday (12 slots)</td>
<td>2pm - 5pm</td>
</tr>
</tbody>
</table>

### CEBU

**By reservation/appointment only**

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>Mondays, Tuesdays, Thursdays (15 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>Japan, South Korea, ASPAC</td>
<td>Mondays (15 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>Europe</td>
<td>Tuesdays, Thursdays (15 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>Canada</td>
<td>Wednesdays (15 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>Australia, New Zealand</td>
<td>Wednesdays (15 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>Middle East, other countries</td>
<td>Fridays (15 slots)</td>
<td>2pm - 5pm</td>
</tr>
</tbody>
</table>

### DAVAO

**By reservation/appointment only**

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>Monday (12 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>Japan</td>
<td>Tuesday (12 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>ASPAC, New Zealand, Australia, Korea</td>
<td>Wednesday (12 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>Europe, Middle East, other countries</td>
<td>Thursday (12 slots)</td>
<td>2pm - 5pm</td>
</tr>
<tr>
<td>Canada</td>
<td>Friday (12 slots)</td>
<td>2pm - 5pm</td>
</tr>
</tbody>
</table>

### PROGRAM OF ACTIVITIES

<table>
<thead>
<tr>
<th>MORNING SESSIONS SCHEDULE</th>
<th>ACTIVITIES</th>
<th>AFTERNOON SESSIONS SCHEDULE</th>
<th>ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am - 9:00 am</td>
<td>Verification of registration online and picture taking</td>
<td>1:00 pm - 2:00 pm</td>
<td>Verification of registration and appointment picture taking</td>
</tr>
<tr>
<td>9:00 am - 10:00 am</td>
<td>Group Guidance</td>
<td>2:00 pm - 3:00 pm</td>
<td>Group Guidance</td>
</tr>
<tr>
<td>10:00 am - 11:00 am</td>
<td>Individual Counseling/In-take session and CFO Certificate issuance</td>
<td>3:00 pm - 4:00 pm</td>
<td>Individual Counseling/In-take session and CFO Certificate issuance</td>
</tr>
</tbody>
</table>

### APPOINTMENT is not required for the following:

- Senior Citizen (60 years old and up)
- Persons with Disability (PWDs) with PWD ID or medical certificate
- Visibly pregnant women or pregnant women with medical certificate
- Minors twelve (12) years old and below

They must, however, register at [https://www.cfo.gov.ph/gcp.html](https://www.cfo.gov.ph/gcp.html) prior to their visit to CFO. They must also be guided by the schedule of the different counseling sessions conducted by the CFO.

- You may avail of the PRIORITY LANE/COUNTER at CFO-Manila, Cebu and Davao offices for your attendance to the CFO Guidance and Counseling Program (GCP).
- Please be advised that securing a PDOS/GCP appointments is FREE. The CFO discourages applicants from securing online appointment through fixers or businesses offering such services for a fee. Do not deal with fixers.
- Please arrive at CFO at least 1 hour before your counseling session.
IMPORTANT

Do not purchase outbound airline tickets until your CFO travel documents are issued. The Commission will not be responsible for any rebooking charges, loss of income, and other financial compensation and/or personal losses arising from the applicant’s travel arrangements in view of non-attendance or non-completion to CFO pre-departure program.

EXAMPLE OF VALID IDS WITH PHOTO:

- Driver’s License
- Postal ID
- Social Security System (SSS ID)
- Government Service Insurance System (GSIS ID)
- Tax Identification Number (TIN ID)
- Professional Regulation Commission (PRC ID)
- Senior Citizen’s ID Card
- PhilHealth Identification Card (PIC)
- Alien Certificate of Registration (ACR I-Card)
- Consular ID
- Permit to Carry Firearms
- Seaman’s Book
- Armed Forces of the Philippines (AFP) ID
- Home Development Mutual Fund or PAG-IBIG ID
- Philippine Overseas Employment Association (POEA) ID
- PRA Special Resident Retiree Visa (SRRV) ID
- Department of Social Welfare and Development (DSWD) ID
- Overseas Worker’s Welfare Administration (OWWA) ID
- Unified Multi-Purpose ID (UMID)
- Philippine National Police (PNP) ID
- Voter’s ID • Philippine Statistics Authority (PSA) Birth Certificate
- Marriage Certificate (PSA Authenticated)
- National Bureau of Investigation (NBI) Clearance
- Police Clearance
- Barangay Clearance/Certificate
- Company/Office ID
- School ID
- OFW ID
- Certification from the National Council for the Welfare of Disabled Persons (NCWDP)

The Commission on Filipinos Overseas maintains reasonable safeguards to protect the confidentiality, security and integrity of your personal information. Any data or documents that you provide are kept strictly confidential, except in life threatening situations, cases of suspected abuse and danger on the part of the CFO clientele, or when release is otherwise required by law.

For questions, please contact:

Commission on Filipinos Overseas
Website: www.cfo.gov.ph

CFO-Manila
Citigold Center, 1345 President Quirino Ave. cor. South Superhighway, Manila 1007
Tel: (+632) 552-4700 locals 712 to 713 and 740 to 745; Fax: (+632)552-4714
Email: info@cfo.gov.ph

CFO-Clark Satellite Office
One Stop Processing Center, Clark Polytechnic Compound, Jose Abad Santos Ave., Clark Freeport Zone; Tel: (+6345) 499-8119; Email: info@cfo.gov.ph

CFO-Cebu Satellite Office
4th floor K&J Building, #4 Don Julio Llorente St., Capitol Site, Cebu City 6000
Telephone: (+6332) 255-5253; Email: cfocebu@cfo.gov.ph

CFO-Davao Satellite Office
5th Floor AMQ Building, Lakandula Street corner Dacudao Avenue, Agdao, Davao City
Tel: (+6382) 228-2432; 228-3033; Email: info@cfo.gov.ph

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1343 ACTIONLINE AGAINST HUMAN TRAFFICKING
1343actionline.ph

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Commission on Filipinos Overseas
www.cfo.gov.ph

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