

**CFO CITIZEN’S CHARTER (CLARK)**

Division : Migrant Integration and Education Division  
 Service : **Public Assistance and Complaint Desk**  
 Clients : Pre-Departure Orientation Seminar: Permanent/Immigrant Visa holders (20 to 59 years old), Peer Counseling Program attendees (13 to 19 years old), Spouses and Other Partners of Foreign Nationals, Au Pair Visa holders, Clients requesting for Assistance, General public accessing 1343 Actionline, Foreign visitors, local and international partners

Requirements : Provide valid ID, visa class and category, marital documents, online reservation and registration and attendance to pre-departure seminar

Fees : Php 0

Schedule of Availability of Service : **Wednesdays to Fridays – 08:00 AM to 05:00 PM, CFO Clark**

Release time : 30 minutes

How to avail of the Service : e-mail, call or personally relayed to clients

NO	CLIENT STEP	AGENCY ACTION	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	REMARKS
Step 1	PACO refers to the MIED chief or the coordinators for appropriate action 30 minutes	PACO decides on the case thru the assistance of the MIED chief and coordinators	Client PACO Chief Coordinators Frontline officer	Registration area Supervisor’s office	Maximum of 30 minutes	Depends on the nature of concerns (if it will require referral to other agencies ATN and 1343 referral flow must be observed)

Reference: MIED Manual of Operations and Citizen Charter 2018

**CFO CITIZEN’S CHARTER (CLARK)**

Division : Migrant Integration and Education Division-Manila  
 Service : **Registration of Emigrants (Permanent/Immigrant Visa Holders)**  
 Clients : Pre-Departure Orientation Seminar: Permanent/Immigrant Visa holders (20 to 59 years old), Peer Counseling Program attendees (13 to 19 years old)  
 Requirements : Provide valid ID, visa class and category, online reservation and registration and attendance to pre-departure seminar  
 Fees : Php 400  
 Schedule of Availability of Service : **Wednesdays to Fridays – 08:00 AM to 05:00 PM, CFO Clark**  
 Release time : 1 hour and 35 minutes  
 How to avail of the Service : Passports released personally, attendance to PDOS

NO	CLIENT STEP	AGENCY ACTION	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	REMARKS
Step 1	Leave ID, present digital reservation, obtain visitor’s pass and queuing number.	Guard and PACO will issue client pass	Client PACO Guard Frontline officer	Registration area	Maximum of 1 min	Per registrant
Step 2	When number is called, proceed to the designated window for verification of requirements	Frontline will verify online registration data	Frontline officer Client	Registration area	2 mins.	Per registrant
Step 3.	Pay registration fee.	Cashier issue receipt/s and receive verified documents and passport	Cashier	Registration area	2 mins	Per registrant
Step 4.	Attend PDOS and receive passport with CFO registration sticker immediately after the session.	Implement PDOS for a maximum time of 1 hour and 30 minutes and issue passport with CFO sticker	PDOS officer Verifier/ frontliners Officer assigned to GCC and Sticker and printing	PDOS rooms	1hr 30 mins.	

Reference: MIED Manual of Operations and Citizen Charter 2018

## CFO CITIZEN'S CHARTER (CLARK)

Division	:	Migrant Integration and Education Division-Manila
Service	:	<b>Spouses and other partners of foreign nationals without GCC certificate</b>
Clients :		Spouses and other partners of foreign nationals or former Filipino citizens
Requirements	:	Provide valid ID, visa class and category, online reservation and registration and attendance to Guidance and Counseling Program
Fees	:	Php 400
Schedule of Availability of Service	:	<b>Wednesdays to Fridays – 08:00 AM to 05:00 PM, CFO Clark</b>
Release time	:	2 hours and 5 minutes
How to avail of the Service	:	Attendance to GCP and personal receipt of GCC

NO	CLIENT STEP	AGENCY ACTION	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	REMARKS
Step 1	Leave valid Id, present reference number and receive visitor's pass and proceed to the 3 <sup>rd</sup> floor	Guard and PACO will issue client pass	Client PACO Guard Frontline officer	Registration area	Maximum of 1 min	Per registrant
Step 2	Present counseling requirements for verification and picture taking	Frontliner will verify online registration for GCP and take GCC picture/photo	Frontline officer Client	Registration area	2 mins.	Per registrant
Step 3.	Pay registration fee. a. AM – after the session b. PM – before the session	Cashier issue receipt/s and receive verified documents and passport	Cashier	Registration area	2 mins	Per registrant
Step 4.	Attend the GCP session and receive the CFO Guidance and Counseling Certificate	Implement GCP for maximum of 2 hours and issue CFO Guidance and Counseling Certificate	Guidance Counselor/Facilitator Verifier/ frontliners Officer assigned to GCC printing	Counseling rooms	<b>2 hours</b>	

Reference: MIED Manual of Operations and Citizen Charter 2018

## CFO CITIZEN'S CHARTER (CLARK)

Division	:	Migrant Integration and Education Division-Manila
Service	:	<b>Spouses and other partners of foreign nationals with visa and GCC certificate</b>
Clients :		Spouses and other partners of foreign nationals or former Filipino citizens
Requirements	:	Provide valid ID, visa class and category, online reservation and registration and attendance to Guidance and Counseling Program
Fees	:	Php 0
Schedule of Availability of Service	:	<b>Wednesdays to Fridays – 08:00 AM to 05:00 PM, CFO Clark</b>
Release time	:	3 minutes
How to avail of the Service	:	Attendance to GCP and personal receipt of GCC

NO	CLIENT STEP	AGENCY ACTION	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	REMARKS
Step 1	Leave valid Id, present reference number and receive visitor's pass and proceed to the 3 <sup>rd</sup> floor	Guard and PACO will issue client pass	Client PACO Guard Frontline officer	Registration area	Maximum of <b>1 min</b>	Per registrant
Step 2	Present CFO Guidance and Counseling Certificate and immigrant/spouse/partner visa	Frontliner will verify online registration for GCP, receives the passport, visa and GCC for printing of sticker	Frontline officer Client	Registration area	<b>1 min.</b>	Per registrant
Step 3	Receive Emigrant sticker	Issue passport with Emigrant sticker and GCC (return) at releasing area	Verifier/ frontliners Officer assigned to GCC printing	Registration area	<b>1 min.</b>	Per registrant

Reference: MIED Manual of Operations and Citizen Charter 2018

**CFO CITIZEN'S CHARTER CLARK**

Division : Migrant Integration and Education Division-Manila  
 Service : **Registration of Emigrants Exempted from PDOS (Senior Citizens and Emigrants aged 12 and below)**  
 Clients : Senior Citizens and Emigrants aged 12 and below  
 Requirements : Provide valid ID, visa class and category, online reservation and registration and attendance to Guidance and Counseling Program  
 Residents /immigrants/emigrants who stayed in the destination country for an aggregate of two months  
 Fees : Php 400  
 Schedule of Availability of Service : **Wednesdays to Fridays – 08:00 AM to 05:00 PM, CFO Clark**  
 Release time : 3 minutes  
 How to avail of the Service : personal receipt of Emigrant sticker affixed to the passport or authorized Proxy/representative

NO	CLIENT STEP	AGENCY ACTION	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	REMARKS
Step 1	Leave valid Id, present reference number and receive visitor's pass and proceed to the 3 <sup>rd</sup> floor	Guard and PACO will issue client pass	Client PACO Guard Frontline officer	Registration area	Maximum of 1 min	Per registrant
Step 2	Present CFO Guidance and Counseling Certificate and immigrant/spouse/partner visa	Frontliner will verify online registration for exempted, receives the passport and visa and for printing of sticker	Frontline officer Client	Registration area	2 min.	Per registrant
Step 3	Pay registration fee	Receive payment	Cashier	Ground floor	2mins	
Step 4	Receive Emigrant sticker	Issue passport with Emigran GCC (return) at releasing area	Verifier/ frontliners Officer assigned to GCC printing	Registration area	1 min.	Per registrant

Reference: MIED Manual of Operations and Citizen Charter 2018

## CFO CITIZEN'S CHARTER (CLARK)

Division	:	Migrant Integration and Education Division-Manila
Service	:	<b>Guidance and Counseling Program (IN-DEPTH COUNSELING)</b>
Clients :		Spouses and other partners of foreign nationals or former Filipino citizens
Requirements	:	Provide valid ID, visa class and category, online reservation and registration and attendance to Guidance and Counseling Program
Fees	:	Php 400
Schedule of Availability of Service	:	<b>Wednesdays to Fridays – 08:00 AM to 05:00 PM, CFO Clark</b>
Release time	:	1 hour and 5 minutes
How to avail of the Service	:	In-depth Counseling Session

NO	CLIENT STEP	AGENCY ACTION	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	REMARKS
Step 1	Leave valid Id, present referral slip and proceed to the 3 <sup>rd</sup> floor.	Guard and PACO will issue client pass	Client PACO Guard Frontline officer	Registration area	Maximum of 1 min	Per registrant
Step 2	Sign follow-up counseling logbook for time in and out		Frontline officer Client	Registration area	1 mins	Per registrant
Step 3	Undergo short-term/brief individual, family or group counseling.  Receives other counseling services such as, referral for psychological testing, medical consultation, information, legal aid or assistance, among others.	Implement GCP for maximum of 1 hour	Guidance Counselor/Facilitator Verifier/ frontliners Officer assigned to GCC printing	counseling rooms	1 hour	Per counselee
Step 4	If further intervention needed, receive updated referral slip  If finish with the program. receives the GCC after the follow-up session.	Issue updated referral slip or issue GCC	Counselor/Facilitator Verifier/ frontliners Officer assigned to GCC printing		2 mins	

**CFO CITIZEN’S CHARTER CLARK**

Division : Migrant Integration and Education Division-Manila  
 Service : **Client Satisfaction Survey Administration**  
 Clients : Pre-Departure Orientation Seminar: Permanent/Immigrant Visa holders (20 to 59 years old), Peer Counseling Program attendees (13 to 19 years old), Spouses and Other Partners of Foreign Nationals, Au Pair Visa holders, Clients requesting for Assistance, General public accessing 1343 Actionline, Foreign visitors, local and international partners  
 Requirements : Provide valid ID, visa class and category, marital documents, online reservation and registration and attendance to pre-departure seminar  
 Fees : Php 0  
 Schedule of Availability of Service : **Wednesdays to Fridays – 08:00 AM to 05:00 PM, CFO Clark**  
 Release time : 30 minutes - 24 hours  
 How to avail of the Service : e-mail, call or personally relayed to clients

NO	CLIENT STEP	AGENCY ACTION	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	REMARKS
Step 1	Administer MIED CSS Forms in every service rendered or program implemented	Regular administration MIED CSS Forms	Client PACO Chief Coordinators Frontline officer			
Step 2	PACO refers to the MIED chief or the coordinators for appropriate action Complaints, commendations and concerns	PACO decides on the case thru the assistance of the MIED chief and coordinators	Client PACO Chief Coordinators Frontline officer	Supervisor's office	Maximum of 30 minutes	
Step 3	Clients with concerns/complaints will received acknowledgement and update within the day	Division chief acknowledge complaints/concerns and conduct needed inquiry	Client PACO Chief Coordinators Frontline officer	Supervisor's office	24 hours	
Step 4	Conduct corrective actions. Submit final result of corrective action to the Top Management for those complaints and	Chief of MIED reports regularly (monthly thru EXECOM the consolidated feedback form including	Chief Coordinators Frontline officer	Supervisor's office MIED Chief	Monthly	

NO	CLIENT STEP	AGENCY ACTION	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	REMARKS
	<p>recommendations.</p> <p>Report to the management on monthly basis consolidated data on the feedback forms for different frontline services</p>	those needed corrective action		OED AFD		

Reference: MIED Manual of Operations and Citizen Charter 2018



