




MEMORANDUM

TO : DOST-SEI Undergraduate/Graduate Scholar/Scholar-Graduates

FROM : 
FILMA G. BRAWNER, PhD
Director

DATE : 19 July 2011

SUBJECT : **REQUIREMENTS OF THE BUREAU OF IMMIGRATION FOR
ISSUANCE OF ALLOW DEPARTURE ORDER TO DOST-SEI
SCHOLARS**

As part of the monitoring and tracking scheme of DOST-SEI undergraduate and graduate scholars, your names have been submitted to the Bureau of Immigration (BI), which upon prior clearance from DOST-SEI, shall issue you an Allow Departure Order (ADO) that will allow to travel out of the country.

To secure the ADO, per BI letter dated 13 July 2011, you are advised of the following:

1. Submit to BI your application for the Order, together with the DOST clearance, at least three (3) days prior to your intended date of departure; and
2. Attach to your application photocopies of your confirmed tickets.

Moreover, please note that DOST-SEI processes request for temporary/final clearance over a minimum of three (3) working days upon receipt of the request on the condition that all the requirements are complete.

Please be guided accordingly.

Thank you.