

**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte  
**OFFICE OF THE PRESIDENT**

February 13, 1998

**MEMORANDUM NO. 22**  
Series of 1998

**T O: All ViSCA Staff Concerned**

**R E: Requirements in Obtaining a Regular Passport**

Please be informed that for ViSCA staff members who will be on official travel outside of the country, listed below are the requirements in obtaining a regular passport at the Department of Foreign Affairs, Pasay City:

**A. For staff members with temporary appointment**

1. Regular Passport Application (to be filled-up by applicant)
2. 3 ("1.77 x 1.37") passport photos with plain background and applicant must be in formal attire.
3. LCR Form 1-A (Birth Certificate Available) issued by the Local Civil Registry Office and must be authenticated by the National Statistics Office.
4. If married, LCR Form 3-A (Marriage Contract Available) issued by the Local Civil Registry Office and must be authenticated by the National Statistics Office.
5. Old Official Passport
6. Xerox copy of old passport pages 1-4
7. Travel Authority
8. Invitation or Acceptance Letter from the Sponsor
9. For scholars – scholarship training contract
10. Certificate of no pending administrative case/criminal case
11. Service/Appointment Record
12. P500.00 - passport  
P150.00 - overtime fee for passport processing  
50.00 - Travel Tax Exemption



13. Proof of middle name e.g. birth cert., driver's license, etc.

14. Itinerary of Travel

Attention:

For staff members who are applying for Regular Passport please proceed to DFA Cebu. As per advise by DFA Manila all regular passport must be processed at Cebu personally for applicants from the Visayas. Representatives are not allowed anymore to apply in behalf of the party concerned.

**B. For staff members applying for a New Official Passport**

1. Application for New Official Passport (to be filled-up by applicant)
2. 2 ("1.77 x 1.37") passport size photos with plain background and must be in formal attire and face should be on "close-up".
3. LCR Form 1-A (Birth Certificate Available) issued by the Local Civil Registry Office & must be authenticated by the National Statistics Office.
4. If married, LCR Form 3-A (Marriage Contract Available) issued by the Local Civil Registry Office and must be authenticated by the National Statistics Office.
5. Travel Authority
6. Invitation or Acceptance Letter from the Sponsor
7. Certification from the Sponsor that all travel expenses including accommodations and others are shouldered by the Sponsoring Agency.
8. For scholars - scholarship training contract
9. Certificate of no pending administrative case/criminal case
10. Service/Appointment Record
11. **P75.00 - Passport Fee**  
**P50.00 - Travel Tax Exemption Fee**
12. For those whose passport already expired, New Passport will be issued by DFA - Diplomatic Official Passport Section (DOPS) and Authenticated Birth and Marriage Contract is an exception to the needed requirements if the passport is already expired.
13. Photocopy of old Official Passport pages 1-4 (Note: for those expired passport only)
14. Proof of middle name e.g. birth certificate, driver's license, ID, etc.
15. Itinerary of Travel



**C. For staff members applying for revalidation of Official Passport**

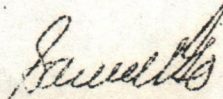
1. Application for Revalidation Form (to be filled-up by applicant)
2. Old Passport
3. Travel Authority
4. Invitation or Acceptance Letter from the Sponsor
5. Certification from the Sponsor that all travel expenses including hotel accommodations and others are shouldered by the sponsoring agency.
6. Certificate of no pending Administrative/Criminal Case
7. Service/Appointment Record
8. P50.00 - Travel Tax Exemption
9. Itinerary of Travel

**D. For all passport holders, either Official or Regular Passport**

Staff members who are applying for VISA should file their application personally. Embassy and Consulate Officials are advising us that starting this year the applicant himself should see the VISA Section personally for interview before the VISA application will be processed.

Every applicant must file his passport application at least one month before the scheduled date of travel. Any inquiries regarding this matter can be directed to the ViSCA Manila Office.

Please be guided accordingly.

  
**SAMUEL S. GO**  
President

cc: VISCA Manila Office