

# Bureau of Fire Protection - NCR Citizen's Charter

## Requirements for Travel Abroad

- a. Must be filed at least 2 months before of the actual date of leave
- b. Endorsement thru channel
- c. Letter Request (indicating the inclusive dates/period of travel and place of destination)
- d. Two (2) Copies of duly accomplished Application for Leave (with signatory lines, Regional Director, NHQ – CDS, DCA, DCO, C, BFP and DILG)
- e. Latest Personal Data Sheet
- f. Itemized Leave Record
- g. Monetization of Leave Credits (MLC) Certification issued by Regional Disbursing Officer
- h. IAS Clearance
- i. Sworn Affidavit of No Pending Administrative and Criminal Case filed against the concerned personnel/officer
- j. Money and Property Accountability Clearance
- k. Clearance/s from Financial Institution
- l. Visa/Passport (photocopy)
- m. Certificate of No Service Obligation
- n. Proof of Invitation
- o. Recommendation on Designation of a Caretaker (if Chief/Head of an Office)  
*(1 original and 2 authenticated copies each)*

