



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

## EXCHANGE VISITOR PROGRAM CHECKLIST

TEAHUB NO.: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

- Indorsement Letter from SDS
- Certificate of No Pending Case from Legal Unit (Regional Office)
- School Clearance
- Division Clearance
- Certificate of Last Payment - from Regional Office  
- If Autonomous from respective School
- Latest Payslip
- Copy of Job Offer from US School

**If with existing liabilities/obligations to PLIs/GFIs:**

- Special Power of Attorney – signed by the attorney-in fact and concerned teacher
- Notarized Undertaking of Unpaid Loans – indicating that your attorney-in-fact will pay your existing obligations during your travel and enumerate the concerned PLIs/GFIs

Email Address: \_\_\_\_\_

Checked by: \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Doc. Ref. Code: RO-ASD-F107 Rev 03  
Effectivity: 09.20.21 Page 1 of 1



Certificate No. PHP QMS  
22 93 0085



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

## EXCHANGE VISITOR PROGRAM CHECKLIST

TEAHUB NO.: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

- Indorsement Letter from SDS
- Certificate of No Pending Case from Legal Unit (Regional Office)
- School Clearance
- Division Clearance
- Certificate of Last Payment - from Regional Office  
- If Autonomous from respective School
- Latest Payslip
- Copy of Job Offer from US School

**If with existing liabilities/obligations to PLIs/GFIs:**

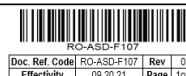
- Special Power of Attorney – signed by the attorney-in fact and concerned teacher
- Notarized Undertaking of Unpaid Loans – indicating that your attorney-in-fact will pay your existing obligations during your travel and enumerate the concerned PLIs/GFIs

Email Address: \_\_\_\_\_

Checked by: \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Doc. Ref. Code: RO-ASD-F107 Rev 03  
Effectivity: 09.20.21 Page 1 of 1



Certificate No. PHP QMS  
22 93 0085

## EXCHANGE VISITOR PROGRAM CHECKLIST

Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON



TEAHUB NO.: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

- Indorsement Letter from SDS
- Certificate of No Pending Case from Legal Unit (Regional Office)
- School Clearance
- Division Clearance
- Certificate of Last Payment - from Regional Office  
- If Autonomous from respective School
- Latest Payslip
- Copy of Job Offer from US School

**If with existing liabilities/obligations to PLIs/GFIs:**

- Special Power of Attorney – signed by the attorney-in fact and concerned teacher
- Notarized Undertaking of Unpaid Loans – indicating that your attorney-in-fact will pay your existing obligations during your travel and enumerate the concerned PLIs/GFIs

Email Address: \_\_\_\_\_

Checked by: \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Doc. Ref. Code: RO-ASD-F107 Rev 03  
Effectivity: 09.20.21 Page 1 of 1



Certificate No. PHP QMS  
22 93 0085