MEMORANDUM:

TO : The Labor Assistance Center Staff
FROM : Administrator Patricia A. Sto. Tomas
RE : Guidelines for the issuance of LAC Clearance

Effective immediately, you are hereby directed to observe the following guidelines in issuing LAC clearance at the Manila International Airport (MIA):

1. LAC clearance shall be issued only to those holders of CW passports with worker's travel exit form and notice of employment, duly processed and authenticated by the POEA.

2. No LAC clearance shall be issued to CW passport holders with tourist visa or business visa. Per advice of the MFA, these passports will have to be amended for the specific purpose of the trip. The CW stamps on the passport limits the use of the passport since it can be used only by individuals leaving the country with a valid employment contracts processed by POEA. However, in cases where an individual has a CW passport and a tourist visa but has a worker's travel exit form and notice of employment processed by POEA, the LAC clearance shall be issued. This is in recognition of the immigration laws of some countries like Singapore, Spain, etc. which do not grant working visas to aliens.
3. No LAC clearance shall be issued to "Tourist" passport holders even in cases where the individual has a travel exit form and notice of employment processed by POEA. The passport will have to be amended to CW.

Please be guided accordingly. FOR STRICT COMPLIANCE.

30 June 1983