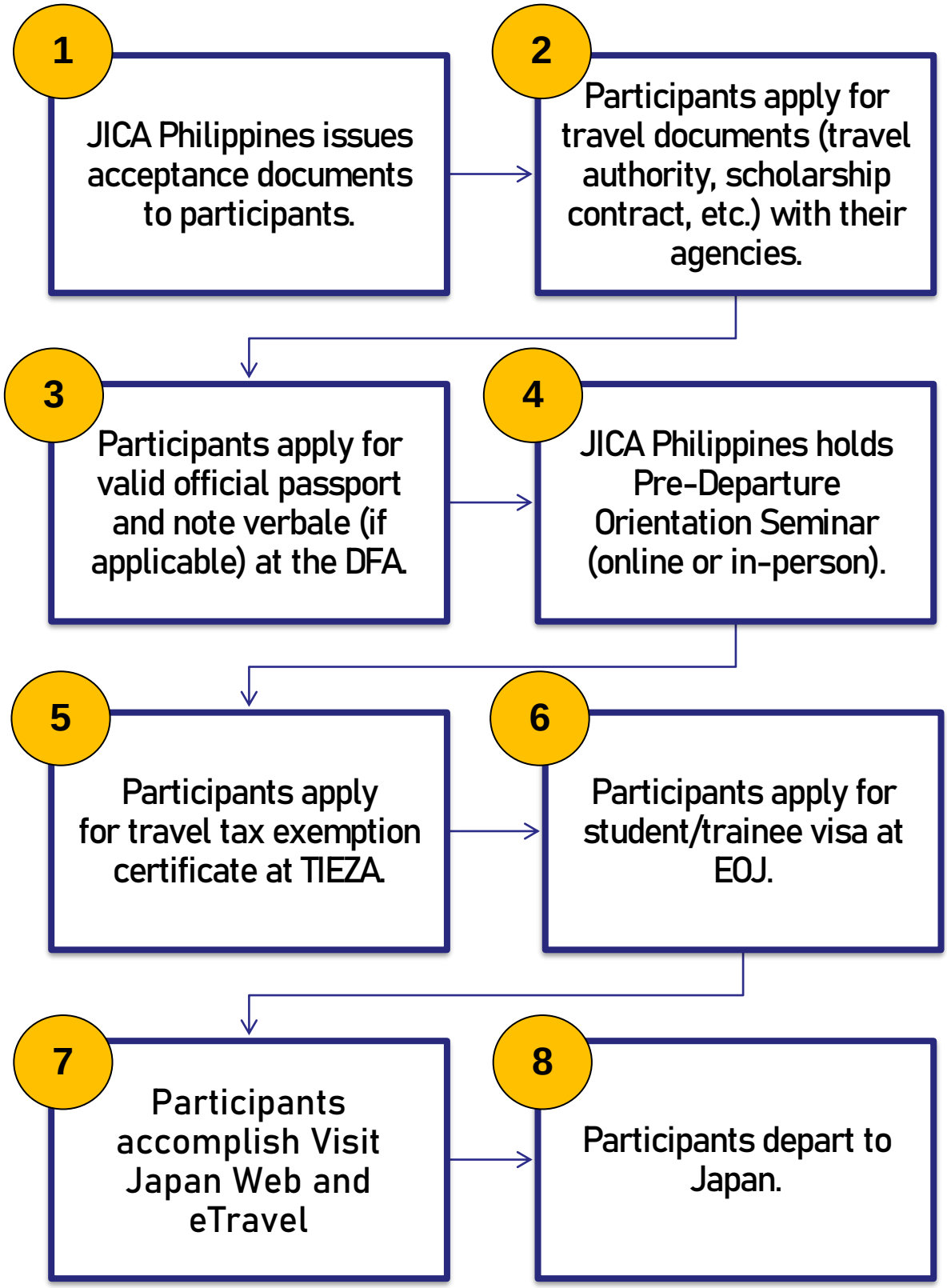
Pre-Departure Tasks Flowchart



Step	Travel Documents	Person/Office in Charge	Task Summary and Requirements
❑ 1	❑ JICA Philippines Acceptance Letter ❑ JICA Acceptance Notice & attachments (Online/Japan) ❑ University Acceptance (if available)	**JICA Philippines OIC** 40th Floor, Yuchengco Tower, RCBC Plaza 6819 Ayala Avenue, Makati City Contact: +63 2 88889 7119	Upon your acceptance to the JICA program, JICA Philippines will issue (via e-mail or post) the relevant documents that you need to start processing your Japan travel documents. **Upon acceptance, you are required to submit an accomplished JAAP Membership Form and Proof of Payment (Php 500 for membership and PHP 200 for annual due) to your JICA OIC*
❑ 2	❑ Foreign Travel Authority ❑ Scholarship Contract ❑ Other documents and clearances	**Duly authorized personnel in your agency** *For staff of attached agencies and regional offices, coordinate with your central agency. For LGU staff, coordinate with the Local Government Academy (LGA).	Coordinate with the duly authorized personnel in your agency to confirm requirements for the travel authority, scholarship contract, and other documents/clearances. Upon receipt of documents, please immediately share with JICA Philippines for monitoring.
❑ 3	❑ Official Passport (RED) for government personnel ❑ Personal Passport (MAROON) for NGO/private organization personnel ❑ Note Verbale (for Official Passport holders only) *Application/ Reissuance of official passport takes 7 working days. Revalidation takes 2 working days. Allot extra days in case of delays in processing.	**Department of Foreign Affairs** Diplomatic and Official Passport Section (DOPS) Tel. No: (02) 8651-9419 Email: oca.dops.@dfa.gov.ph * Set an appointment with DFA before physically going to DFA-DOPS. * For urgent appointments, email oca.cl@dfa.gov.ph or oca.concerns@dfa.gov.ph to request for the earliest available appointment schedule	Application Requirements • Passport Appointment Certification • Accomplished Health Declaration Form • Accomplished Passport Application Form • Original and Photocopy of Passport (if already issued a regular, official, or diplomatic passport • Original/CTC of Travel Authority (signed by Department Head) • Original Endorsement Letter (addressed to the Secretary of Foreign Affairs/Assistant Secretary of the Office of Consular Affairs) • Original copy of Certificate of No Pending Administrative Case • Original copy of Service Record • Original and Photocopy of Government Issued ID and Office ID / Company ID • Photocopy of JICA Acceptance Letter
❑ 4	❑ Pre-Departure Orientation Seminar (PDOS) ❑ JICA Request Letter to EOJ ❑ JICA Request Letter to TIEZA ❑ Other letters, documents *Scholar/Trainee must attend the PDOS at least ten (10) working days before departure date.	**JICA Philippines** *JICA Philippines Training Program Section will set the schedule of your PDOS (can be on-site/online). *In principle, participants should already possess the documents from steps 1-3 before the PDOS. *JICA Philippines will issue letters and documents to you before/during the PDOS for your visa and travel tax exemption applications.	Please bring the following during the PDOS: • Valid Passport and Note Verbale (if applicable) • Photocopy of Travel Authority and Scholarship Contract (if applicable) • 45mmx35mm pictures for Visa Application Form

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❑ 5	❑ Travel Tax Exemption Certificate *processing time within 30-60 minutes at the Central Office *processing time is 3 days for Online Application	**Privilege Administration** **Travel Tax Department** TIEZA CENTRAL OFFICE 6th Floor, Tower 1, DoubleDragon Plaza, DD Meridian Park, Diosdado Macapagal Ave. cor EDSA Ext., Pasay City Tel. No.: (02) 8512-0485 Monday to Thursday, 07:30am – 05:30pm	Application Requirements • Original JICA Request Letter to TIEZA • Photocopy of valid passport to be used for Japan travel • Photocopy of Travel Authority **Check your tax exemption certificate if your name is spelled correctly and passport number and destination details are correct. We recommend you apply at their Central Office. However, you may also apply for TEC at TIEZA satellite offices, online, or at the airport before your departure.*
❑ 6	❑ Visa *Incomplete application documents will not be accepted *processing time is 5 working days *Please do not apply through a travel agency. You may apply personally or have a colleague apply on your behalf.	**Embassy of Japan** 2627 Roxas Boulevard Pasay City Tel. No: (02) 8551-5710 Schedule of Filing/Application: 8:40 am - 11:00 am Monday to Friday Schedule of Releasing: 10:00 am - 11:00 am Monday to Friday *Please inform your OIC if you will process your visa at the Japanese Consulate in Cebu or Davao *For scholars, call EOJ beforehand to confirm if you can proceed to apply for a visa. For trainees (less than 1 year program), no confirmation needed.	Application Requirements from Applicant: • Original valid passport (with JICA visa tracker attached at the back cover with a paper clip) • Original DFA Note Verbale (for Official Passport holders only) • Original Certificate of Employment • Photocopy of Travel Authority • Visa Application Form (with pasted 45mmx35mm ID picture on white background) Application Requirements from JICA: • Original JICA Visa Request Letter to EOJ • Photocopy of JICA Philippines Acceptance Letter • Acceptance Notice • Letter of Reason for Entry (in Japanese) • Letter of Guarantee (in Japanese) • Condition of Participant (Trainees only) • Photocopy of University Acceptance Letter (Scholars only) • E-ticket and Tentative Schedule • General Information Brochure (Consulate applicants) **Upon getting your visa, check if the information fully matches your official passport before leaving EOJ.*
❑ 7	❑ "Visit Japan Web" online system for airport processes https://vjw-lp.digital.go.jp/en/ ❑ eTravel from Bureau of Quarantine https://etravel.gov.ph/	Immigration / Customs: • Be ready to input personal and luggage information in the online "disembarkation form" and "personal effects and unaccompanied articles declaration"	From May 8, 2023, the Government of Japan will not require travelers to present a valid vaccination certificate or a negative RT-PCR certificate. For the Visit Japan Web process, do not forget to generate and screenshot 1 QR Code (Immigration, and Customs. You may register as early as a week before your departure. However, generation of the QR code should be within 72 hours prior to your flight from the Philippines. **Still, it is highly advised to still bring your vaccination certificate if available, just in case of medical emergencies during the program*
❑ 8	❑ Departure day	Arrive at NAIA at least 3 hours before departure time.	See luggage checklist on the PDOS brochure.

FREQUENTLY ASKED QUESTIONS	
❑ On Foreign Travel Authority	- Do I need to apply for a Foreign Travel Authority? Yes. As stated in the Memorandum Circular 35, s 2017, "No government official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purpose without cost to the government, unless such official or personnel has obtained the appropriate travel authorization from his/her agency, duly accomplished the requisite leave forms, and his/her absence shall not hamper the operation efficiency of said agency". - Who is the signatory for my Travel Authority? Please refer to your organization's internal memorandum/guidelines.
❑ On Passport Requirements Forms	- I have a Regular Passport valid within the duration of the training. Do I need to apply for Official Passport? Yes, scholars and trainees from the government are expected to use an official passport as they will attend the program in their official capacities as GOP personnel - What are the application requirements for Official Passport and Note Verbale? Please refer to page 4 of the GI or this link: https://dfa-oca.ph/diplomatic-and-official-passports/diplomatic-and-official-passports-general-information/. For the Official Passport Application Form and Request for Note Verbale Form, please check https://dfa-oca.ph/manual_and_forms/list-of-consular-forms/ • How do I apply for Official Passport and Note Verbale? To secure an appointment for application, kindly send an email to oca.dops@dfa.gov.ph. - I already have an Official Passport. Can I proceed with the visa application? No, you must revalidate your Official Passport and obtain a Note Verbale first. A Revalidation Form is also available in the link for List of Consular Forms. The documentary requirements are listed in the 2nd page of the form.
❑ On Japan Visa	- Can a representative apply for/claim my visa on my behalf? Yes, this is allowed for scholars and trainees endorsed by JICA. The representative should have an original letter of authorization, and a photocopy of the your and his/her company ID (showing that you are from the same organization) - I cannot visit the Embassy of Japan. Will it be okay to apply at the Consulate-General of Japan in Cebu or at the Consulate-General of Japan in Davao? Yes, you may apply at Japan's consulate offices. To secure an appointment, kindly coordinate with your JICA OIC and inform them of your preferred time and date of visa application. - I have a multiple entry visa valid for the duration of the training. Do I need to apply for another visa? Yes, you need to obtain a visa as a trainee / as a scholar. For other visa concerns, please contact the Embassy of Japan (8551-5710).
❑ On Tax Exemption Certificate Directory Online System	- Can a representative apply for/claim my TEC on my behalf? Yes, provided that the representative has the original letter of authorization, and a photocopy of his and your company ID (showing that you are from the same organization) -Do other TIEZA offices process TEC aside from the Central Office? Yes, for the directory of travel tax offices, please check: (https://tieza.gov.ph/contact-us/), - Can I apply for TEC online? Yes, you may apply for TEC online (https://tieza.gov.ph/privacy-policy-travel-tax-exemption/).

FREQUENTLY ASKED QUESTIONS	
❑ On Health Concerns Procedure Forms	- Can I bring Over-the-Counter (OTC) drugs and maintenance medicine to Japan? Yes, you can bring up to one month supply of Over-the-Counter (OTC) drugs. For maintenance medicines, please make sure to obtain a legible prescription for it from a physician. - How can I bring more than a month's worth of OTC drugs and maintenance medicine? You need to apply for and receive an import certificate called the Yunyu Kakunin-sho before your departure. You need to email your Form 12, Form 13, Medical Prescription from your Physician, and e-ticket at your designated office, which depends on your place of arrival. For more information, please check: https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/dl/qa2.pdf. For the word format of the forms, please refer to pages 6-7 of https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.mhlw.go.jp%2Fenglish%2Fpolicy%2Fhealth-medical%2Fpharmaceuticals%2Fdl%2Fqa2.doc&wdOrigin=BROWSELINK. - Will I get support if I become ill when in Japan? JICA trainees and scholars is under medical insurance during their training in Japan. Medical care for participants who become ill after arriving in Japan may be shouldered by the insurance provided it is within the terms. However, the costs related to pre-existing illness, pregnancy, and dental treatment, and others will not be borne supported by the office.
❑ On Dependents	- Can I bring family members to Japan? Short-term trainees (programs less than a year) are not advised to bring or invite any family members, due to the intensive nature of the programs. However, long-term scholars (program longer than one year, may bring their family after 6 months. They will bear full responsibility such as coordinating with his/her university, JICA HQ and centers, and process the documents relevant to this.
❑ On eTravel	- When do I need to accomplish eTravel System of the Philippines? You must register at the system 72 hours prior to your estimated arrival time in the Philippines. And from April 15, you are to accomplish the system 72 hours to 3 hours prior to your estimated time of departure as well. Please keep a copy of the generated QR code. For more information, kindly check: eTravel - Philippine One-Stop Electronic Travel Declaration System