URGENT ADVISORY

FOR / TO   :   **All DENR Officials and Employees**

SUBJECT   :   **SCHEDULE OF PASSPORT PROCESSING AT THE COURTESY LANE, DFA ASEANA ON 18 JULY 2022 (MONDAY)**

Please be informed that all encoded and paid applications for the PASSPORT ON WHEELS will be transferred to and accommodated at Courtesy Lane at the DFA Aseana in Parañaque on **18 July 2022 (Monday) from 8 AM to 2 PM.**

The Department of Foreign Affairs – Office of Consular Affairs (DFA-OCA) reserved another one hundred (100) slots for encoded and paid DENR applications. However, those who will not be accommodated shall coordinate with the Career Development Division (CDD) for the next available schedule that may be provided by DFA Aseana.

A shuttle bus has been arranged to ferry applicants from DENR CO to DFA Aseana on 18 July 2022 at the following schedule:
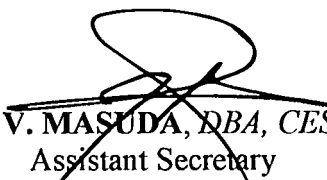
1st trip :   6:30 AM (for 8:00 - 10:00 AM appointments, 40 slots)
2nd trip :   9:30 AM (for 11 AM - 12 NN appointments, 40 slots)
3rd trip :   11:30 AM (for 1:00 PM – 2 PM appointments, 20 slots)

Other applicants may proceed directly to DFA Aseana but will be required to coordinate and confirm their schedule with CDD to be included in the list to be accommodated by DFA Aseana on the said date.

To confirm your attendance, all officials/employees and/or their representatives are advised to immediately contact CDD via email at denr.pows2022@gmail.com or through VOIP # 1063 or Tel No. (02) 89279107 and look for Mr. Joseph N. Valdez Jr. and Ms. Jean U. Madi.

DFA Aseana will strictly implement the "No Confirmation, No Schedule" policy. Please be guided on the attached passport application reminders for your reference.

For your information and guidance.

HIRO V. MASUDA, DBA, CESO III
Assistant Secretary
Human Resources, Strategic Communication
and Sectoral Initiatives

MEMO NO. 2022 - 479