



# CFO GUIDANCE AND COUNSELING APPOINTMENT SYSTEM

*Reserve and register online*

**step 1**

Reserve and Register online to attend the Guidance and Counseling Program (GCP)  
<https://cfo.ph/GCP-Manila-Appointment/>  
<https://cfo.ph/GCP-Cebu-Appointment/>  
<https://cfo.ph/GCP-Davao-Appointment/>  
<https://cfo.ph/GCP-Clark-Appointment/>



**step 2**

Answer the preliminary questions and provide your e-mail address, choose the date of appointment and provide your and your Fiance(e)/Spouse/ Partner's personal information.



**step 3**

Complete the online registration procedure, and print the barcoded confirmation form or save a digital copy (PDF format) in your mobile, phone or tablet



**step 4**

Go to CFO (Manila, Cebu, Clark or Davao) on the confirmed date at least one hour before your appointment, and bring the complete GCP requirements



## Important reminders:

- Online appointment is required
- Sessions are based on the citizenship of your foreign fiance(e)/ spouse/ partner
- Attendees per session are as follows:  
CFO-Manila -15 slots  
CFO-Clark -12 slots  
CFO-Cebu -15 slots  
CFO-Davao -12 slots
- Slot is forfeited if you don't show up on set date of appointment. You may make a reservation again online but only after your appointed schedule lapses.
- Only clients with confirmed slot /appointment and complete requirements will be accepted in the counseling session.
- Those with confirmed appointment should bring the printed barcoded confirmation form or present the digital copy (saved PDF form) in their mobile phone or tablet PC (copy must show name and reference number).

## Counseling Requirements:

1. Barcoded Confirmation form of GCP appointment
2. Two **valid identification cards with photo**
3. **Marriage Certificate** (PSA) or if married overseas original Report of Marriage duly registered by the Philippine Embassy/ Consulate or the Department of Foreign Affairs
4. Registration fee of P400 (Counseling is free of charge)

GCP applicants are advised to bring the following documents as they may be required by the counselor to complete the Guidance and Counseling Program:

1. **Divorce decree/certificate**  
(of Filipino spouse or foreign spouse, if previously married)

## 2. Annulment paper

(of Filipino spouse or foreign spouse, if previously married)

## 3. Proof of residency/Alien Registration Card-ARC

(of foreign spouse)

## 4. Proof of relationship

(picture together, e-mails, among others)

## 5. Death certificate

(of Filipino spouse or foreign spouse, if widow/widower)

## 6. Certificate of Family relations / registration

(of foreign spouse)

## Registration Requirements (for those with visa):

1. Two valid identification cards
2. Original Valid Passport
3. Original Valid Visa
4. CFO Guidance and Counseling Certificate



## SCHEDULES

Please arrive at CFO at least 1 hour before your GCP session for the processing of registration documents

### MANILA *By reservation/appointment only*

COUNTRY	DAY	TIME
USA	Monday to Friday	1 session (9am - 12nn)
		1 session (2pm - 5pm)
Canada	Tuesday & Friday	1 session (9am - 12nn)
		no PM session
Europe	Monday to Friday	1 session (9am - 12nn)
		no PM session
Australia	Monday & Thursday	no AM session
		1 session (2pm - 5pm)
New Zealand	Wednesday	no AM session
		1 session (2pm - 5pm)
Japan	Monday, Wednesday and Friday	no AM session
		1 session (2pm - 5pm)
Taiwan and Asia Pacific	Tuesday & Thursday	no AM session
		1 session (2pm - 5pm)
South Korea	Tuesday & Thursday	no AM session
		1 session (2pm - 5pm)
Middle East, South America, South Africa and other countries	Friday	no AM session
		1 session (2pm - 5pm)

### CLARK *By reservation/appointment only*

COUNTRY	DAY	TIME
USA, Canada	Wednesdays (12 slots)	2pm - 5pm
ASPAC, Japan, South Korea	Thursdays (12 slots)	2pm - 5pm
Europe, Middle East, New Zealand, Australia, other countries	Friday (12 slots)	2pm - 5pm

### CEBU *By reservation/appointment only*

COUNTRY	DAY	TIME
USA	Mondays, Tuesdays, Thursdays (15 slots)	2pm - 5pm
Japan, South Korea, ASPAC	Mondays (15 slots)	2pm - 5pm
Europe	Tuesdays, Thursdays (15 slots)	2pm - 5pm
Canada	Wednesdays (15 slots)	2pm - 5pm
Australia, New Zealand	Wednesdays (15 slots)	2pm - 5pm
Middle East, other countries	Fridays (15 slots)	2pm - 5pm

### DAVAO *By reservation/appointment only*

COUNTRY	DAY	TIME
USA	Monday (12 slots)	2pm - 5pm
Japan	Tuesday (12 slots)	2pm - 5pm
ASPAC, New Zealand, Australia, Korea	Wednesday (12 slots)	2pm - 5pm
Europe, Middle East, other countries	Thursday (12 slots)	2pm - 5pm
Canada	Friday (12 slots)	2pm - 5pm

## PROGRAM OF ACTIVITIES

MORNING SESSIONS SCHEDULE	ACTIVITIES	AFTERNOON SESSIONS SCHEDULE	ACTIVITIES
7:30 am- 9:00 am	Verification of registration online and picture taking	1:00 pm-2:00 pm	Verification of registration and appointment picture taking
9:00am-10:00am	Group Guidance	2:00 pm-3:00pm	Group Guidance
10:00 am- 11:00 am	Individual Counseling/In-take session and CFO Certificate issuance	3:00 pm-4:00 pm	Individual Counseling/ In-take session and CFO Certificate issuance

**APPOINTMENT is not required for the following:**



- Senior Citizen (60 years old and up)
- Persons with Disability (PWDs) with PWD ID or medical certificate
- Visibly pregnant women or pregnant women with medical certificate
- Minors twelve (12) years old and below

**They must, however, register at <https://www.cfo.gov.ph/gcp.html> prior to their visit to CFO. They must also be guided by the schedule of the different counseling sessions conducted by the CFO.**

- You may avail of the PRIORITY LANE/COUNTER at CFO-Manila, Cebu and Davao offices for your attendance to the CFO Guidance and Counseling Program (GCP).
- Please be advised that securing a PDOS/GCP appointments is **FREE**. The CFO discourages applicants from securing online appointment through **fixers** or businesses offering such services for a fee. Do not deal with fixers.
- Please arrive at CFO at least 1 hour before your counseling session.

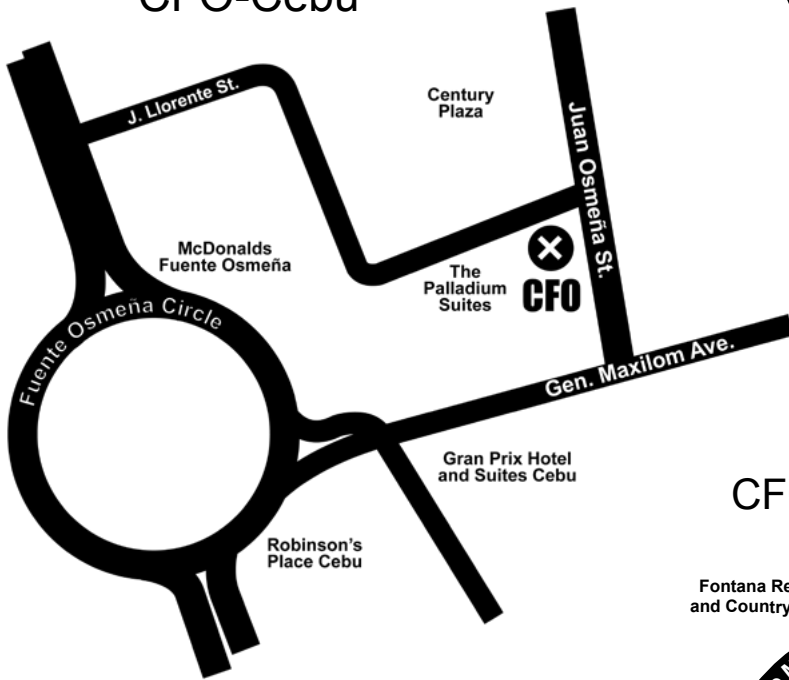


# LOCATION MAP

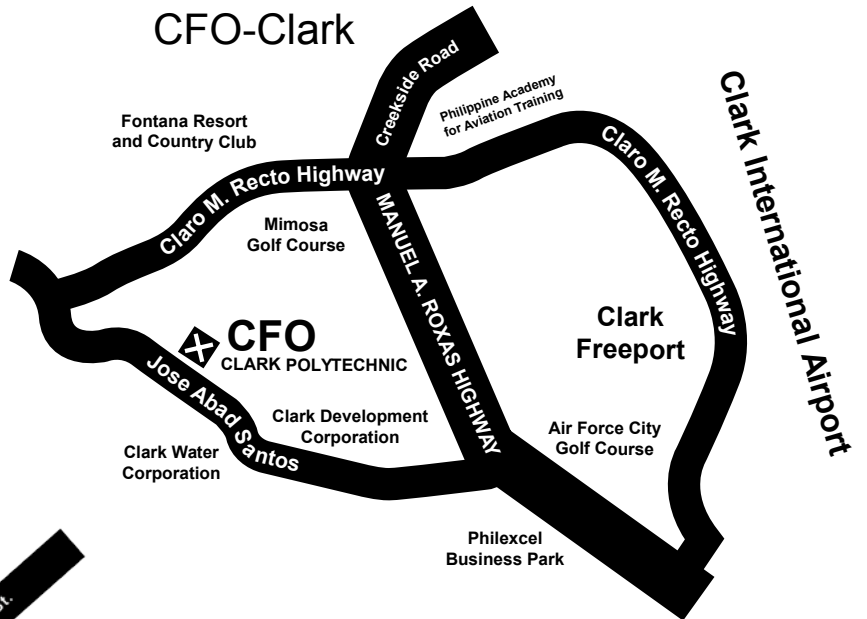
## CFO-Manila



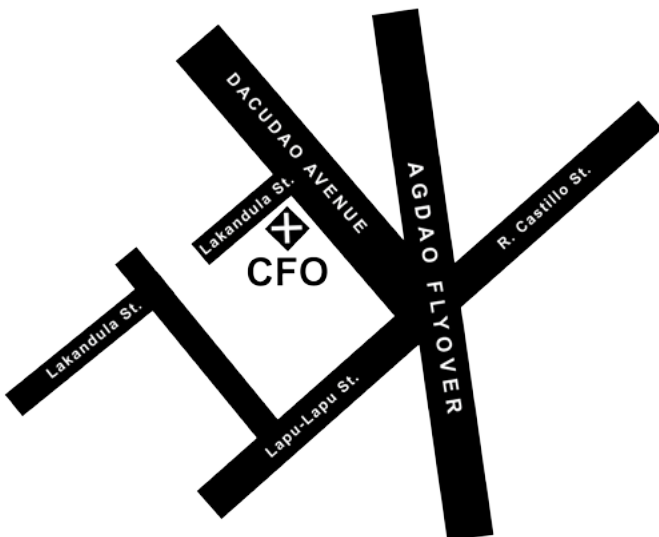
## CFO-Cebu



## CFO-Clark



## CFO-Davao



## IMPORTANT

*Do not purchase outbound airline tickets until your CFO travel documents are issued. The Commission will not be responsible for any rebooking charges, loss of income, and other financial compensation and/or personal losses arising from the applicant's travel arrangements in view of non-attendance or non-completion to CFO pre-departure program.*

### EXAMPLE OF VALID IDS WITH PHOTO:

- Driver's License
- Postal ID
- Social Security System (SSS ID)
- Government Service Insurance System (GSIS ID)
- Tax Identification Number (TIN ID)
- Professional Regulation Commission (PRC ID)
- Senior Citizen's ID Card
- PhilHealth Identification Card (PIC)
- Alien Certificate of Registration (ACR I-Card)
- Consular ID
- Permit to Carry Firearms
- Seaman's Book
- Armed Forces of the Philippines (AFP) ID
- Home Development Mutual Fund or PAG-IBIG ID
- Philippine Overseas Employment Association (POEA) ID
- PRA Special Resident Retiree Visa (SRRV) ID
- Department of Social Welfare and Development (DSWD) ID
- Overseas Worker's Welfare Administration (OWWA) ID
- Unified Multi-Purpose ID (UMID)
- Philippine National Police (PNP) ID
- Voter's ID • Philippine Statistics Authority (PSA) Birth Certificate
- Marriage Certificate (PSA Authenticated)
- National Bureau of Investigation (NBI) Clearance
- Police Clearance
- Barangay Clearance/Certificate
- Company/Office ID
- School ID
- OFW ID
- Certification from the National Council for the Welfare of Disabled Persons (NCWDP)



*The Commission on Filipinos Overseas maintains reasonable safeguards to protect the confidentiality, security and integrity of your personal information. Any data or documents that you provide are kept strictly confidential, except in life threatening situations, cases of suspected abuse and danger on the part of the CFO clientele, or when release is otherwise required by law.*

### For questions, please contact:



**COMMISSION ON FILIPINOS OVERSEAS**

Website: [www.cfo.gov.ph](http://www.cfo.gov.ph)



#### **CFO-Manila**

Citigold Center, 1345 President Quirino Ave. cor. South Superhighway, Manila 1007  
Tel: (+632) 552-4700 locals 712 to 713 and 740 to 745; Fax: (+632)552-4714  
Email: [info@cfo.gov.ph](mailto:info@cfo.gov.ph)



#### **CFO-Clark Satellite Office**

One Stop Processing Center, Clark Polytechnic Compound, Jose Abad Santos Ave.,  
Clark Freeport Zone; Tel: (+6345) 499-8119; Email: [info@cfo.gov.ph](mailto:info@cfo.gov.ph)



#### **CFO-Cebu Satellite Office**

4th floor K&J Building, #4 Don Julio Llorente St., Capitol Site, Cebu City 6000  
Telefax: (+6332) 255-5253; Email: [cfocebu@cfo.gov.ph](mailto:cfocebu@cfo.gov.ph)



#### **CFO-Davao Satellite Office**

5th Floor AMQ Building, Lakandula Street corner Dacudao Avenue, Agdao, Davao City  
Tel: (+6382) 228-2432; 228-3033; Email: [info@cfo.gov.ph](mailto:info@cfo.gov.ph)



[1343actionline.ph](http://1343actionline.ph)



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