



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES LOS ANGELES

LTR-AASC-146-2018

28 September 2018

Dear Lt. Col. Kauz,

With reference to your email dated 21 July 2018, the Consulate General would like to conduct a consular outreach mission in Albuquerque, NM on:

- **08-09 December 2018**

This office would appreciate receiving feedback on the feasibility of this date or, in the negative, a counterproposal for a different date, on or before **05 November 2018**. Confirmation or counterproposals may be directly sent to the Consulate General's Administrative Section via email admn.philcongna@gmail.com

The following considerations should be met to allow the successful and efficient conduct of the outreach mission:

- Appointments for slots will be done through email and will be finalized prior to the actual outreach mission. As a rule, the outreach team will not accept walk-in applicants or applicants without an appointment on the day of the outreach itself;
- The Consulate General will be pre-processing applications for passport, dual citizenship and civil registry reporting. Applicants would have to submit an advance copy of their application form and supporting documents **via email** (address to be announced later) **within a one-month period prior to the outreach mission schedule**; (further information on the appointment process will be the subject of a formal **Notice to the Public** to be posted on the Consulate General's website one month prior to the finalized date of the outreach mission);
- Applicants with an appointment schedule for legalization of documents and overseas voting registration need not submit application requirements ahead of time;
- Payment of fees for consular services should be made directly to the cashier who will be part of the outreach team on the day of the outreach mission itself; and
- The organizers or any other third party shall not collect fees from consular clients (including but not limited to entrance fees, registration fees, donations/contributions, facilitation fees, etc.) to offset the cost of the venue and other administrative costs in organizing the outreach mission.

... As in all...

LT. COL. GLORIA KAUZ

President

Filipino American Foundation of New Mexico

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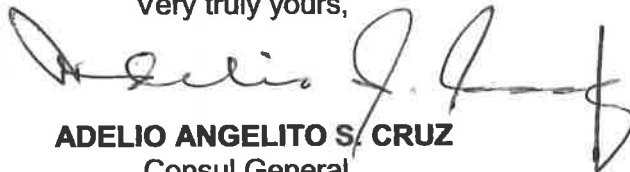
As in all previous outreach missions, the outreach team will need the following items to be provided by the organization sponsoring the activity:

1. A venue, to be provided at no cost to consular clients, with about 5 to 10 tables and at least 25 chairs to be used by the outreach team and applicants;
2. A waiting area/room adjacent to the actual venue of the outreach mission to be used by applicants awaiting their turn to be processed;
3. Ideally, the venue should have a photocopying and ID photo service nearby for the convenience of the applicants. The Consulate General does not provide these services as part of the outreach mission;
4. Accessible and adequate electric outlets for computer and other electronic equipment, as well as computer monitors and VGA cables, four auto voltage regulators, and extension cords;
5. Enough volunteers to help the outreach team shepherd/usher applicants from the waiting room to the proper line within the processing venue;

As mentioned above, the Consulate General would appreciate receiving feedback on the date of the outreach mission, as well as information on the venue and point person with whom the Consulate General will directly coordinate to finalize details of this activity.

We look forward to your early feedback on these matters.

Very truly yours,



ADELIO ANGELITO S. CRUZ
Consul General