

Philippine Overseas Labor Office



Philippine Consulate General

Toronto

TO ALL CONCERNED

Pursuant to the POEA Memorandum Circular No. 02 Series of 2019 (Guidelines on the Processing of Returning Workers in accordance with the POEA Governing Board Resolution No. 04, Series of 2018) issued on 14 March 2019, please be advised of the attached matrix detailing the requirements and procedure on the OEC issuances.

The Philippine Overseas Labor Office in Toronto will implement this effective 13 May 2019.

A handwritten signature in blue ink, appearing to read "Rachel Zoobrado-Nagayo".

RACHEL ZOZBRADO-NAGAYO
Labor Attachè

Philippine Overseas Labor Office
Toronto ON Canada



Requirements for OEC Issuance (Balik-Manggagawa)

[POEA Memorandum Circular No. 02, Series of 2019](#)

Valid for 60 days upon issuance

Effective 13 May 2019

Category	Description	Requirements	
I	<p>a.) Workers registered with the POEA AND vacationing for the first time in the Philippines and are returning to the same employer and same job site in Ontario, Nova Scotia, Newfoundland and Labrador, Prince Edward Island, Quebec, Manitoba and New Brunswick</p> <p>b.) Workers registered with the POEA and are renewing an existing Employment Contract.</p>	<ol style="list-style-type: none"> Valid Philippine Passport Valid Re-Entry VISA Valid Work Permit POLO Toronto Verified Employment Contract and <u>Addendum</u> Online Appointment at <u>www.bmonline.ph</u> Letter Of Guarantee from the Employer 	<p>OEC will be issued by POLO Toronto</p> <p><u>Fees</u> POLO Verification Fee = \$11.50 OEC Fee = 2.75 OWWA Fee = 32.00</p>
II	<p>a.) Workers registered with the POEA AND are returning to the same employer BUT in a different country.</p>	<ol style="list-style-type: none"> Valid Philippine Passport Valid Re-Entry VISA Valid Work Permit POLO Toronto Verified Employment Contract and <u>Addendum</u> Online Appointment at <u>www.bmonline.ph</u> Letter of Guarantee from the Employer Letter of Confirmation from the Employer confirming the transfer in the job site 	<p>OEC will be issued by POLO Toronto</p> <p><u>Fees</u> POLO Verification Fee = \$11.50 OEC Fee = 2.75 OWWA Fee = 32.00</p>
III	<p>a.) Workers registered with POEA but changed employer/s in Canada (change employer on-site)</p>	<ol style="list-style-type: none"> Valid Philippine Passport Valid Re-Entry VISA Valid Work Permit 	<p>OEC will be issued by POLO Toronto</p>

		<ol style="list-style-type: none"> 4. POLO Toronto Verified Employment Contract and Addendum 5. Online Appointment at www.bmonline.ph 6. Letter of Guarantee from the Employer 7. Employment Agreement (for open work permit holders) 8. Valid photo-bearing Identification Card of the Employer 9. Worker's Sworn Statement on the manner by which she/he was hired by the employer 	<p><u>Fees</u> POLO Verification Fee = \$11.50</p> <p>PCG Toronto Authentication Fee = \$33.75</p> <p>OEC Fee = 2.75</p> <p>OWWA Fee = 32.00</p>
<p>IV</p>	<ol style="list-style-type: none"> a.) Workers who are not registered with the POEA b.) Workers who were hired or recruited from Third Countries like Hongkong / Taiwan / Dubai/ New Zealand / Greece / China / Abu Dhabi / Oman / Japan / Kuwait / Singapore / Saudi Arabia and whose Employment Contracts were NOT Verified by POLO Toronto 	<ol style="list-style-type: none"> 1. Valid Philippine Passport 2. Valid Re-Entry VISA 3. Valid Work Permit 4. POLO Toronto Verified Employment Contract and Addendum 5. Online Appointment at www.bmonline.ph 6. Proof of current Employment/ Employment Contract 7. Valid photo-bearing Identification Card of the Employer or his duly authorized representative 8. Letter of Guarantee from the Employer 9. Worker's Sworn Statement on the manner by which she/he was hired by the employer (To be executed in the Philippines through the POEA) 	<p>OEC will be issued by POEA only</p> <p><u>Fees</u> POLO Verification Fee = \$ 11.50</p> <p>PCG Toronto Authentication Fee = \$33.75</p> <p>OWWA Fee = 32.00</p>

EMPLOYMENT AGREEMENT

This Employment Agreement is executed and entered into by and between:

- A. Employer: _____
Address: _____
Tel. No.: _____
- B. Employee: _____
Civil Status: _____ Passport No.: _____
Date & Place of Issue: _____
Philippine Address: _____

Voluntarily binding themselves to the following terms and conditions:

1. Employee's Place of Work _____
2. Employee's Position _____
3. Basic Monthly Salary _____
4. Regular Working Hours: _____
5. Overtime Pay: (e.g. 1.5 x regular rate) after 44 (e.g. after 40/44 hours a week)
 - a. For work over regular working hours: _____
 - b. For work on designated rest days & holidays: _____
6. Leave with Full Pay:
 - a. Vacation Leave: (Number of days) _____
 - b. Sick Leave (Number of days) _____
7. The Employer ensures that the worker is covered by the Provincial Health Plan;
8. In the event of death of the employee during the terms of this agreement, his/her remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. In the case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the employee's next kin and/ or by the Philippine Embassy/ Consulate nearest the jobsite.

Conformity:

Printed Name and Signature
EMPLOYER

Printed Name and Signature
EMPLOYEE

Printed Name and Signature
EMPLOYER

Date: _____

Date: _____