



Requirements for OEC Issuance (Balik-Manggagawa)

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

Valid for 60 days upon issuance

Effective 13 May 2019

<i>Category</i>	<i>Description</i>	<i>Requirements</i>	
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><i>Fees</i></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><i>Fees</i></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>