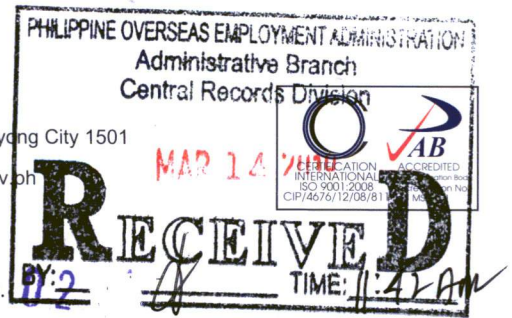




**Philippine
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**MEMORANDUM CIRCULAR NO. 02
Series of 2019**

TO : ALL CONCERNED

RE : GUIDELINES ON THE PROCESSING OF RETURNING WORKERS IN ACCORDANCE WITH POEA GOVERNING BOARD RESOLUTION NO. 04, SERIES OF 2018

Pursuant to POEA Governing Board Resolution No. 04, Series of 2018 amending Section 122 of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016, the following are the guidelines for the processing of returning workers:

Coverage

This Guidelines covers the following:

1. Returning documented overseas Filipino workers;
2. Workers not previously registered with the Administration – workers with no existing record of deployment with the POEA or the POLO; and
3. Workers who changed employment on-site – workers who transferred or entered into a new employment contract from one employer to another

BM Online Appointment

All returning workers covered by this Guidelines are advised to set an online appointment thru the BM Online Processing System at www.bmonline.ph at their preferred date and time in any of the POEA or POLO offices.

Requirements

All returning workers covered by this Guidelines are required to submit the following documents for the issuance of OEC.

1. Workers who have existing record with the POEA **who are vacationing for the first time** and are returning to the same employer and jobsite to continue/renew an existing employment contract:
 - a. Passport valid for at least six (6) months from the date of intended departure;
 - b. Valid and appropriate visa and/or work permit;
 - c. Employment Contract, which must be verified/authenticated by the POLO/Embassy/Consulate in the case of domestic workers, overseas performing artists (OPAs), masseurs/masseuses, cleaners, construction workers and workers who have not returned to their employers within six months from their arrival in the Philippines; and

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- d. Any proof of existing employment that worker is returning to the same employer such as: current certificate of employment, valid company ID, or recent pay slip.
2. Workers who have existing record with the **POEA who are returning to the same employer but to a different country**:
 - a. Passport valid for at least six (6) months from the date of intended departure;
 - b. Valid and appropriate visa and/or work permit
 - c. Original copy of valid employment contract verified/authenticated by POLO/Embassy/Consulate;
 - d. Any proof of existing employment that worker is returning to the same employer such as: current certificate of employment, valid company ID, or recent pay slip; and
 - e. Letter from the employer attesting to the transfer of jobsite of the worker.
3. Workers who **are not registered with the Administration or who changed employers on-site**:
 - a. Passport valid for at least six (6) months from the date of intended departure;
 - b. Valid and appropriate visa and/or work permit;
 - c. Original copy of valid employment contract verified by the POLO or authenticated by the Embassy/Consulate;
 - d. Any proof of current employment such as: current certificate of employment, valid company ID, or recent pay slip;
 - e. Sworn Statement of the worker providing explanation on how he/she was hired by the current employer.

POLO Functions

1. Philippine Overseas Labor Offices (POLOs) shall provide contract verification services, facilitate access to the BM Online facility or manually issue OECs for registered worker who are vacationing to the Philippines for the first time.
2. POLOs shall provide verification services, update the BM Online account of workers or manually issue OECs for workers previously registered with the Administration who changed employer on-site.
3. POLOs shall only verify the contracts of workers who are not previously registered with the Administration. After the verification of employment documents, POLOs shall advise the workers to process their OEC at the POEA upon their return/vacation in the Philippines.

OEC Exemption

Returning workers who are **already registered with the BM Online Processing System and are returning to the same employer and jobsite can avail of the OEC exemption**. Utilizing their registered email and password to log-in, the 'How to Use the Online System' will guide the workers on how to avail their OEC exemption. Workers who possess OEC exemption can directly proceed to the airport for their final departure formalities.

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Other Concerns

The Administration may issue OEC at the LAC only to returning workers on special/emergency leave who are on vacation for one (1) week or less and to the Cabin Crew/Flight Attendants.

Returning workers processed/deployed by Government Processed Branch (GPB) shall pass thru POEA but shall be exempted from the requirement of presenting verified contracts/employment documents. Workers who were originally deployed by the GPB but changed their employers on site, however, must secure employment documents verified/authenticated by POLO/Embassy/Consulate.

The POEA BMPD and ICT Branch shall set up Help Desks to assist workers with BM Online account for updating and editing.

Additional requirements for the implementation of GBR No. 04, Series of 2018 shall be duly specified in subsequent issuances.

This Circular shall take effect immediately.



BERNARD P. OLALIA
Administrator

06 March 2019

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