

# OFW SERVICES AND PROCEDURE

FRONTLINE SERVICE:	DOCUMENTATION OF WORKERS-ON-LEAVE	
<b>OFFICE/LOCATION:</b>	Balik-Manggagawa Processing Division (BMPD), Service Area	
<b>CLIENTS/CUSTOMERS:</b>	Workers on Leave (WOLs) / Balik-Manggagawa (BM)	
<b>DOCUMENTARY REQUIREMENTS:</b>	1. Accomplished OFW Information Sheet 2. Valid passport 3. Entry visa, work permit, or any equivalent document * Supplementary documents are required in case there are no sufficient information / documents to prove that an OFW is returning to the same employer i.e., Employment Contract (old or new) / Employment Certificate/Pay slip/old records etc.; WOLs/BM without valid visas may submit visa guarantee letter from their employer/ receipt or proof of visa renewal.	
<b>FEES:</b>	PhP100.00 - POEA Processing Fee US\$25.00 (PhP equivalent) - OWWA Membership Contribution (valid for two years) PhP900.00 - PhilHealth-Medicare (for one year coverage)	
<b>PROCEDURES:</b>		<b>PERSON IN CHARGE:</b>
<p><b><i>Regular BM/WOL Documentation</i></b></p> <p>Step 1. Get an OFW info sheet and a queuing number at the Form issuance counter at the entrance of the BMPD. Fill out the OFW information sheet at the designated area and wait for the assigned number to appear on the queuing machine.</p> <p>Step 2. When your number appears on the queuing machine, proceed to the evaluation counter and present the documentary requirements for evaluation/approval and encoding.</p> <p>Step 3. If the documents are complete /approved, the evaluator encodes the data and gives you instructions to proceed to the assessment counter. (* If the documents are deficient, evaluator endorses the BM/WOL to BM supervisor/Division Chief inside the BMPD office for further advice on requirements to be complied with).</p> <p>Step 3. Proceed to the assessment counter to determine the fees to be paid.</p> <p>Step 4. Proceed to the designated cashier's counter to pay the assessed fees and wait for the release of your e-Receipt which also serves as your POEA travel exit clearance.</p>		<p>Officer of the day</p> <p>Evaluator</p> <p>Evaluator/ BMPD Supervisor/Division Chief</p> <p>Assessor</p> <p>Cashier</p>

**For BM/WOLs availing of the Multiple Travel Exit Clearance (MTEC):**

Step 1.	Get an OFW info sheet at the form issuance counter at the entrance of the BMPD area and fill it out.	Officer of the day
Step 2.	After filling up the forms, go inside the BMPD office and present your documents to the approving officer (BMPD Supervisor/ Division Chief) including your valid employment contract or equivalent document for pre-evaluation and approval.	BMPD Supervisor / Div. Chief
	<ul style="list-style-type: none"> <li>a. If the documents are deficient, the Division Chief/Supervisor advises BM/WOL on requirements to be complied with</li> <li>b. If the required documents for issuance of MTEC are not complete, regular e-Receipt processing (one travel exit clearance only) will be done.</li> </ul>	
Step 3.	If your documents are in order/ approved for MTEC issuance, you will be directed to an MTEC evaluator for encoding of your data and assessment of fees.	BMPD Supervisor / Div. Chief
Step 4.	Submit your approved documents to the MTEC evaluator and wait for the issuance of Order of Payment.	MTEC Evaluator
Step 5.	Proceed to the following cashiers for payment of fees:	Cashier
	<ul style="list-style-type: none"> <li>• POEA processing fee - Cash Division, 5<sup>th</sup> floor</li> <li>• OWWA membership contribution - OWWA Satellite Office, 2<sup>nd</sup> Floor</li> <li>• PhilHealth contribution - Balik-Manggagawa Service Area</li> </ul>	
Step 5.	Present proof of payment to the MTEC evaluator for the release of your MTECs	MTEC Evaluator

**PROCESS CYCLE TIME:**

Twenty (20) Minutes per worker-on-leave