

AGENCY SERVICES AND PROCEDURE

FRONTLINE SERVICE:	DOCUMENTATION OF LANDBASED AGENCY HIRED WORKERS
OFFICE/LOCATION:	Landbased Center – Agency Hires Group, PSO, 2 nd Floor
CLIENTS/CUSTOMERS:	Licensed Landbased Agencies
DOCUMENTARY REQUIREMENTS:	<p>For Processing</p> <p><i>I. Thru Manual Submission</i></p> <ol style="list-style-type: none"> 1. Letter Request for manual processing 2. Monitoring Sheet 3. OFW Information Sheet 4. Individual Verified Employment Contract (for Household Workers, Low/semi-skilled Female Workers, Drivers bound for Middle East and Overseas Performing Artists for Korea and Japan only) 5. PDOS Certificate, National Certificate (NC) II, Comprehensive Pre-Departure Education Program (CPDEP) Certificate from OWWA (For HSWs) 6. Verified Insurance Policy (for Drivers bound for Middle East) <p><i>II. Thru e-Submission</i></p> <ol style="list-style-type: none"> 1. e-Submit Form 2. Individual Verified Employment Contract (for Household Workers, Low/semi-skilled Female Workers, Drivers bound for Middle East and Overseas Performing Artists for Korea and Japan only) 3. PDOS Certificate, National Certificate (NC) II, CPDEP Certificate from OWWA (for HSWs) 4. Verified Insurance Policy (for Drivers bound for Middle East)
FEES:	<p>PhP200.00 Processing Fee (per worker)</p> <p>US\$25.00 or Peso equivalent OWWA Membership Fee (per worker)</p> <p>PhP900.00 PhilHealth/Medicare Coverage (per worker)</p>

PROCEDURES:		PERSON IN CHARGE
<p><i>I. Processing Thru Manual Submission</i></p> <p>Step 1: Submit required documents at the designated window at the Landbased Center, 2nd floor for evaluation.</p> <p>Step 2: Wait for the release of your evaluated and encoded Request for Processing (RFP).</p> <p>Step 3: Present encoded RFP at Counters H – J for the assessment of payment of worker’s OWWA contribution, PhilHealth-Medicare and POEA processing fee.</p> <p>Step 4: Proceed to the Cashier at Window L for payment of assessed fees and issuance of E-receipt which serves as the POEA travel exit clearance.</p> <p><i>II. Processing Thru e-Submission</i></p> <p>Step 1: Submit required documents at the designated window at the Landbased Center, 2nd floor, for evaluation.</p> <p>Step 2: Wait for the release of evaluated e-submit form.</p> <p>Step 3: Present the evaluated e-Submit Form at Counters H-J for the assessment of payment of worker’s OWWA contribution, PhilHealth-Medicare and POEA processing fee.</p> <p>Step 4: Proceed to the Cashier at Window L for payment of assessed fees and issuance of E-receipt which serves as the POEA travel exit clearance.</p>		<p>Receiving Clerk</p> <p>Evaluator</p> <p>Assessment Officer</p> <p>Cashier</p> <p>Receiving Clerk</p> <p>Evaluator</p> <p>Assessment Officer</p> <p>Cashier</p>
<p>PROCESS CYCLE TIME:</p>	<p>4 hours per request for processing thru manual submission 1 hour per request for processing thru e-submit</p>	