

# OFW SERVICES AND PROCEDURE

FRONTLINE SERVICE:	DOCUMENTATION OF GOVERNMENT-HIRED WORKER
OFFICE/LOCATION:	Government Placement Branch, Ground Floor
CLIENTS/CUSTOMERS:	Government hired workers
DOCUMENTARY REQUIREMENTS:	<ol style="list-style-type: none"> <li>1. Duly accomplished OFW Information Sheet</li> <li>2. Duly executed Employment Contract / Employment Offer</li> <li>3. Passport (original &amp; photocopy)</li> <li>4. Medical Certificate (original &amp; photocopy)</li> <li>5. Certificate of Pre-Departure Orientation Seminar (PDOS) (original &amp; photocopy)</li> <li>6. NBI Clearance (original &amp; photocopy)</li> </ol> <p><b><i>For Visa Processing</i></b></p> <ol style="list-style-type: none"> <li>1. Duly accomplished visa application form</li> <li>2. Copy of visa authorization / visa availability</li> <li>3. 3 pcs. passport size pictures (colored with white background)</li> </ol>
FEES:	<ul style="list-style-type: none"> <li>▪ US\$50.00 (PhP equivalent) - POEA Processing Fee</li> <li>▪ US\$25.00 (PhP equivalent) - OWWA Membership Contribution</li> <li>▪ PhP900.00 – PhilHealth-Medicare</li> <li>▪ Visa Fee - depending on the country of destination</li> </ul>

PROCEDURES:	PERSON IN CHARGE
Step 1. After receipt of notice, report to the Recruitment & Documentation Division (RDD), Government Placement Branch (GPB), Ground Floor for pre-documentation briefing.	Account Officer
Step 2. If employment offer is acceptable, sign the employment offer and undergo medical examination at accredited medical clinics.	Account Officer / Medical Clinic
Step 3. If medically fit, submit documentary requirement/s for processing. If medically unfit, employment offer is cancelled.	
Step 4. Attend Pre-Departure Orientation Seminar (PDOS) at the 2nd floor.	PDOS Officer
Step 5. Submit visa requirements and accomplish visa application form. Pay visa fee.	Account Officer
Step 6. Upon release of visa, pay the following fees for the issuance of OEC which will also serve as your POEA travel exit clearance: <ul style="list-style-type: none"> <li>• PhilHealth contribution - Balik-Manggagawa Service Area</li> <li>• OWWA membership contribution - OWWA Satellite Office, 2<sup>nd</sup> Floor</li> <li>• POEA processing fee - Cash Division, 5<sup>th</sup> floor,</li> <li>• Airfare - Travel Center, Balik-Manggagawa Service Area</li> </ul>	Account Officer, Concerned Cashiers
Step 7. Attend pre-flight briefing conducted by GPB Account Officer at the Government Placement Branch, Ground Floor, for additional information and flight details.	Account Officer
Step 8. Wait for the release of your travel documents (visa, passport, original employment contract and plane ticket).	
<b>PROCESS CYCLE TIME:</b>	3 working days from release of visa