

# OFW SERVICES AND PROCEDURE

FRONTLINE SERVICE:	DOCUMENTATION OF LANDBASED NAME HIRES			
OFFICE/LOCATION:	Name Hire Assistance Division, Landbased Center, 2 <sup>ND</sup> Floor			
CLIENTS/CUSTOMERS:	Name-hired workers			
DOCUMENTARY REQUIREMENTS :	<p align="center"><b>Household Service Workers (HSW)</b></p> <ol style="list-style-type: none"> <li>1. Employment Contract must be verified by Philippine Overseas Labor Office / Authenticated (by the Philippine Embassy / Consulate)</li> <li>2. Valid visa/ entry/work permit/ no objection certificate (NOC), or equivalent document.</li> <li>3. TESDA NCII for HSW who has no POEA employment record abroad as Household Service Worker</li> <li>4. Comprehensive Pre-Departure Education Program (CPDEP) certificate from OWWA</li> <li>5. Valid Passport</li> <li>6. At least 23 years old</li> <li>7. Valid Medical certificate from DOH-accredited medical clinic</li> <li>8. One (1) piece 2 x 2 picture (for medical referral)</li> <li>9. Request for exemption from direct hiring policy issued by POLO at the worksite (for direct hired HSW)</li> <li>10. Pre-Departure Orientation Seminar (PDOS) certificate from POEA</li> <li>11. Labor Market Opinion Confirmation-for Canada Bound Workers only</li> <li>12. Labor condition application – for USA bound workers only.</li> </ol>	<p align="center"><b>Low-skilled Female Workers (LSFW)</b></p> <ol style="list-style-type: none"> <li>1. Employment Contract must be verified by Philippine Overseas Labor Office / Authenticated (by the Philippine Embassy / Consulate)</li> <li>2. Valid visa/ entry/work permit/ no objection certificate (NOC), or equivalent document.</li> <li>3. Valid Passport</li> <li>4. Valid Medical certificate from DOH-accredited medical clinic.</li> <li>5. One (1) piece 2 x 2 picture (for medical referral)</li> <li>6. Pre-Departure Orientation Seminar (PDOS) certificate from POEA.</li> <li>7. Labor Market Opinion Confirmation-for Canada Bound Workers only</li> <li>8. Labor condition application – for USA bound workers only.</li> </ol>	<p align="center"><b>Skilled and Professional Workers</b></p> <ol style="list-style-type: none"> <li>1. Employment Contract</li> <li>2. Valid visa/ entry/work permit/ no objection certificate (NOC), or equivalent document</li> <li>3. Valid Passport</li> <li>4. Valid Medical certificate from DOH-accredited medical clinic</li> <li>5. One (1) piece 2 x 2 picture (for medical referral)</li> <li>6. Pre-Departure Orientation Seminar (PDOS) certificate from POEA</li> <li>7. Labor Market Opinion Confirmation-for Canada Bound Workers only</li> <li>8. Labor condition application – for USA bound workers only.</li> </ol>	<p align="center"><b>Drivers (Bound to Middle East Only)</b></p> <ol style="list-style-type: none"> <li>1. Employment Contract must be verified by Philippine Overseas Labor Office / Authenticated (by the Philippine Embassy / Consulate) with insurance for the driver and comprehensive TPL for the vehicle.</li> <li>2. Valid visa/ entry/work permit/ no objection certificate (NOC), or equivalent document</li> <li>3. Valid Passport</li> <li>4. Valid Medical certificate from DOH-accredited medical clinic</li> <li>5. One (1) piece 2 x 2 picture (for medical referral)</li> <li>6. Pre-Departure Orientation Seminar (PDOS) certificate from POEA</li> </ol>
FEES:	<ul style="list-style-type: none"> <li>▪ US\$100.00 (PhP equivalent) - POEA Processing Fee</li> <li>▪ US\$25.00 (PhP equivalent) - OWWA Membership Contribution (valid for two years)</li> <li>▪ PhP900.00 – PhilHealth-Medicare (for one year coverage)</li> </ul>			

PROCEDURES:	PERSON IN CHARGE
<p><b>Phase I</b></p> <p>Step 1: Get number from the guard at the POEA entrance, then proceed to the 2<sup>nd</sup> floor- Name Hire Assistance Division</p> <p>Step 2. When your number is called, proceed to the designated window and submit your documents for evaluation.</p> <p>Step 3. Take a seat and wait for your documents to be evaluated.</p> <p>Step 4. When your name is called, proceed to the designated window to receive documents, as may be appropriate</p> <p>a. If complete requirements are submitted</p> <ul style="list-style-type: none"> <li>▪ Medical Referral to the DOH-accredited Medical Clinic chosen by the worker</li> <li>▪ PDOS Referral to POEA Workers Education Division</li> <li>▪ OFW information Sheet to be filled up</li> <li>▪ Submitted documents returned with checklist/claim stub of requirements</li> </ul> <p>b. If incomplete requirements are submitted – submitted documents are returned with instructions and checklist/claim stub on what to comply with</p>	<p>Guard on duty</p> <p>Evaluator</p> <p>Evaluator</p> <p>Evaluator</p>
<p><b>Phase II</b></p> <p>Step 1: Proceed to the Name Hire Assistance Division, 2<sup>nd</sup> floor and submit checklist/claim stub of your completed requirements at Windows 3 or 4. Wait for your name to be called</p> <p>Step 2. When your name is called, proceed to the designated window to submit photocopies of completed requirements from Phase 1.</p> <p>Step 3. Wait for the release of your Registration Form and proceed to Window 16 for assessment of payment</p> <p>Step 4. Proceed to Window 15 to pay the assessed amount and wait for the issuance of your e-Receipt which also serves as your POEA travel exit clearance</p>	<p>Receiving clerk</p> <p>Receiving clerk</p> <p>Assessor</p> <p>Cashier, Releasing Clerk</p>
<p><b>PROCESS CYCLE TIME</b></p>	<ul style="list-style-type: none"> <li>▪ 1 hour - Phase I</li> <li>▪ 1 hour and 30 minutes - Phase II</li> </ul>