

OFW SERVICES AND PROCEDURE

FRONTLINE SERVICE:	CONDUCT OF PRE-DEPARTURE ORIENTATION SEMINAR	
OFFICE/LOCATION:	PDOS Room/2 nd Floor	
CLIENTS/CUSTOMERS:	Name-hired and GPB-hired workers	
DOCUMENTARY REQUIREMENTS:	Conduct Of Pre-Departure Orientation Seminar (PDOS) Endorsement Form	
FEES:	None	
PROCEDURES:		PERSON IN CHARGE
Step 1. Present the PDOS endorsement form and register at the designated desk outside the PDOS Room at the 2nd Floor		PDOS Officer
Step 2: Attend the seminar on the designated schedule.		PDOS Officer, PDOS Resource Person
Step 3: Get the Certificate of Attendance from the PDOS Officer		PDOS Officer,
PROCESS CYCLE TIME:	Two hours per session	