

CHECKLIST OF REQUIREMENTS

for registration and issuance of the Overseas Employment Certificate (Exit Clearance)
NAME HIRE WORKERS

SKILLED AND PROFESSIONAL WORKER

1. Passport with validity period of not less than six (6) months from intended date of departure
2. Valid Work Visa, Entry/Work Permit, visa assurance or guarantee (whichever is applicable per country)
3. Employment Contract or Offer of Employment
4. Company Profile of Foreign Company/Employer, valid Business License or Company Registration of your Employer
5. Statement how you were able to get this employment, copy of Diploma, Employment Certificates, Service Record or Training Certificates and License/Eligibility (PRC card), if any.
6. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct med exam for OFWs. For embalmers and massage therapists, submit DOH Certificate.
7. Pre-Departure Orientation and Seminar (PDOS) Certificate by OWWA
8. For workers bound to Canada - Labor Market Opinion (LMO) and Canadian Letter

For workers bound to Saskatchewan – LMO, Canadian Letter and Employer's Certificate of Registration from ECON (Province of Saskatchewan Executive Council)
9. For workers bound to USA - Labor Condition Application and Notice of Action
10. Contingency Plan for employers based in the Middle East and Africa
11. If with relative/s in the worksite, submit proof of relationship such as Marriage Contract or birth certificate

Fees:

POEA processing fee : US\$100.00 or PHP equivalent
OWWA membership fee : US\$25.00 or Php equivalent

Reminders:

- Bring Xerox/Photocopy of each document.
- Original and duplicate copy must be separately arranged according to this list and clipped separately in a folder.

LOW SKILLED WORKER (LSW)

1. Passport with validity period of not less than six (6) months from intended date of departure
2. Valid Work Visa, Entry/Work Permit, visa assurance or guarantee (whichever is applicable per country)
3. Verified Employment Contract
 - In countries where there is Philippine Overseas Labor Office (POLO), with Official Receipt
 - In countries where there is no POLO: Authenticated Employment contract by the Philippine Embassy or Consulate at the worksite or Verified Employment Contract by the nearest POLO, with Official Receipt
4. Company Profile of Foreign Company/Employer, valid Business License or Company Registration of your Employer
5. Statement how you were able to get this employment, copy of Diploma, Employment Certificates, Service Record or Training Certificates, if any.
6. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct med exam for OFWs. For embalmers and massage therapists, submit DOH Certificate.
7. Pre-Departure Orientation and Seminar (PDOS) Certificate by OWWA
8. For workers bound to Canada - Labor Market Opinion (LMO) and Canadian Letter

For workers bound to Saskatchewan – LMO, Canadian Letter and Employer's Certificate of Registration from ECON (Province of Saskatchewan Executive Council)
9. For workers bound to USA - Labor Condition Application and Notice of Action
10. Contingency Plan for employers based in the Middle East and Africa
11. If with relative/s in the worksite, submit proof of relationship such as Marriage Contract or birth certificate

Fees:

- POEA processing fee : US\$100.00 or PHP equivalent
OWWA membership fee : US\$25.00 or Php equivalent

Reminders:

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HOUSEHOLD SERVICE WORKER (HSW)

1. Passport with validity period of not less than six (6) months from intended date of departure
2. Valid Work Visa, Entry/Work Permit
3. Verified Employment Contract (In countries where there is Philippine Overseas Labor Office (POLO)

In countries where there is no POLO: Authenticated Employment contract by the Philippine Embassy or Consulate at the worksite or Verified Employment Contract by the nearest POLO

4. Request for exemption from Direct Hiring Policy issued by POLO at the worksite (for Direct Hired HSW)
5. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical examination to OFWs
6. TESDA National Certificate II (NC-II) for HSW
7. Pre-Departure Orientation and Seminar (PDOS) Certificate by OWWA
8. Comprehensive Pre-Departure Education Program (CPDEP) Certificate by OWWA
9. At least 23 years old
10. DOLE CLEARANCE
11. Sworn Affidavit/Sworn Statement on how the worker secured his/her employment.
12. Employers Profile: (Company Name and Address, Position/Designation, Tel No. and Valid I.D/s)
13. Proof of Relationship: If the employer is your relative
 - Birth Cert of the employer and worker, valid I.D/s
 - Marriage Cert as may be required
 - If the employer is your friend: Proof of friendship and Valid I.D/s

Fees:

POEA processing fee : US\$100.00 or PHP equivalent
OWWA membership fee : US\$25.00 or Php equivalent

Reminders:

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- Original and duplicate copy must be separately arranged according to this list and clipped separately in a folder.