



**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
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MEMORANDUM

TO : ALL PHILIPPINE OVERSEAS LABOR OFFICERS

SUBJECT: **Balik-Manggagawa Appointment System**

DATE : 10 January 2013

We are pleased to inform you that we have recently launched the **balik-manggagawa online appointment system** where vacationing OFWs have the option to set an appointment with the POEA for the processing of their exit clearance or overseas employment certificate (OEC). Workers can choose the date, time and location where they can process their OECs for their own convenience. The appointment facility is free of charge and can be accessed through **bmappointment.poea.gov.ph**, or **www.poea.gov.ph**.

The documentary requirements for those using the appointment system and regular walk-in processing are similar such as :

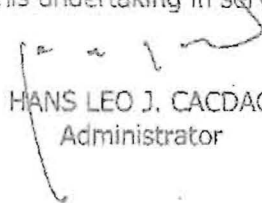
1. Passport valid for 6 months from time of departure;
2. Valid working visa/work permit;
3. Proof of employment such as certificate of employment, company ID, pay slip, and other equivalent document; and
4. Payment of Php100 for POEA processing fee; US\$25 or its peso equivalent for OWWA contribution on a per contract coverage; Php1,200 for one year Philhealth coverage; and a minimum of Php100 contribution to the Pag-ibig Fund.

The POEA has put up counters at its main office in Mandaluyong City, Duty Free Philippines in Parañaque City, SM Manila 5th Floor Global Pinoy Center and Trinoma Mall Lower Level in Quezon City, to accommodate workers using the appointment facility and the regular processing of walk-in clients. Nationwide, its regional offices will continue to undertake regular processing of returning workers.

Further, in its effort to further streamline its processes, the POEA issues **Multiple Travel Exit Clearance (MTEC)** to workers who opt to get more than one OEC/exit clearance during the validity of their contract.

Given this, may we request our POLOs to disseminate the above information to our OFWs, workers groups/associations, media, among others.

We value your support and cooperation in this undertaking in service of our OFWs.


HANS LEO J. CACDAC
Administrator