

# ISSUANCE OF OVERSEAS EMPLOYMENT CERTIFICATE (OEC) FOR VACATIONING OVERSEAS FILIPINO WORKERS FROM SWITZERLAND

We are pleased to announce that Labor Office, Philippine Mission to the United Nations in Geneva is now issuing the POEA Overseas Employment Certificate (OEC) for **BALIK-MANGGAGAWA(BM)**.

**Balik-Mangagawa** – shall refer to an Overseas Filipino Worker (OFW) who is going home in the Philippines for vacation and will be returning to the same employer.

**DOCUMENTARY REQUIREMENTS** - Please bring or mail the following requirements to the Labor Office in Geneva:

- Duly accomplished OFW Information Sheet
- Copy of Carte or Work permit or Visa
- Copy of passport-valid for (6) six months
- Self addressed stamped envelope (if mailed)

**Fees:**

- OEC Processing fee of CHF 2.50 (or exchange rate of Php 100 of the previous month)
- OWWA Membership Fee – CHF 25.00 (Membership of two years) (OPTIONAL)  
Note: No need to apply for OWWA membership, if previously issued OWWA membership is still valid.

**Processing Time**

- OEC is processed and issued within the day upon receipt
- Those submitting by mail should give allowance for mailing time.

**Persons exempted from Balik-Mangagawa (BM) Processing**

- Dependent of Overseas Filipino Workers (OFWs)
- Permanent residents of Switzerland  
(They can avail of the privilege of travel tax exemption for balik-bayan by applying at the Philippine Tourism Authority) or
- Students
- Businessmen

**Uses of a POEA OEC**

- a. It serves as **travel exit pass** for OFWs at the airports (you need not line-up and process at the POEA. Just present the OEC at the POEA Labor Assistance Center at the Airport upon departure);
- b. It serves as an exemption certificate from payment of **Travel Tax**
- c. It serves as an exemption certificate from payment of **airport terminal fee** upon presentation at the airport terminal fee counter

**Validity of OEC – OEC is valid for sixty (60) days from the date of issuance**

**Labor Office**  
**Philippine Mission to the UN, Geneva**  
**47 Avenue Blanc, 1202 Geneva**  
**Telephone: +4122 7161930**  
**Fax: +4122 7387513**

## **BALIK MANGGAGAWA APPOINTMENT SYSTEM**

The Balik-Manggagawa may opt to secure the OEC in the Philippines by visiting the nearest POEA Office as walk-in client or avail of the **balik-manggagawa appointment system**.

In the **balik-manggagawa online appointment system**, vacationing OFWs have the option to set an appointment with the POEA for the processing of their exit clearance or 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](http://bmappointment.poea.gov.ph) or [www.poea.gov.ph](http://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 Php 100 for POEA processing fee; US\$ 25 or its peso equivalent for OWWA contribution on a per contract coverage; Php 1,200 for one year Philhealth coverage; and a minimum of Php 100 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 5<sup>th</sup> 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.

Further, 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.

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF LABOR AND EMPLOYMENT  
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

Date: \_\_\_\_\_  
POLO-Geneva

OEC/BM No.: \_\_\_\_\_  
POEA OR No.: \_\_\_\_\_

## BALIK-MANGGAGAWA INFORMATION SHEET

### PERSONAL DATA

Name: \_\_\_\_\_  
Family Name First Name Middle Name

Passport No.: \_\_\_\_\_ Mother's Full Maiden Name: \_\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: \_\_M \_\_F Civil Status: \_\_ Single \_\_Widow/er  
MM DD YYYY \_\_ Married \_\_ Separated

Address in the Phils. \_\_\_\_\_ Contact No. \_\_\_\_\_

Foreign Address: \_\_\_\_\_ Contact No. \_\_\_\_\_

Name of Spouse (if married): \_\_\_\_\_ Email Address: \_\_\_\_\_

### CONTRACT PARTICULARS

Name of Company/Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel./Fax No.: \_\_\_\_\_

Jobsite (Country): \_\_\_\_\_ Position of OFW: \_\_\_\_\_

Contract Duration: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_ Currency: \_\_\_\_\_

Last Date of Arrival in the Phils. \_\_\_\_\_ Date of scheduled departure: \_\_\_\_\_ Date of return to the jobsite: \_\_\_\_\_