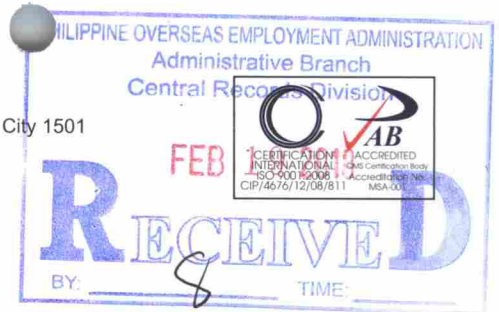




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
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ADVISORY NO. 08
Series of 2018

TO : All Concerned

SUBJECT : Guidelines on the Exception of Balik Manggagawa Workers from the Total Deployment Ban to Kuwait

Pursuant to DOLE Administrative Order No. 54 - A, Series of 2018, on the exception of Balik Manggagawa workers from the total ban on deployment of Overseas Filipino Workers to Kuwait, the following guidelines are hereby issued:

A. OEC Processing

The issuance of Overseas Employment Certificate (OEC) for Balik Manggagawa or returning workers exempted from the ban to Kuwait will be thru regular processing at the POEA Main Office, Regional Centers, Satellite Offices, Extension Units and BM Mall Processing Centers. All Balik Manggagawa or Workers On-Leave bound to Kuwait are enjoined to set up an online appointment through the BM Online Processing System on its portal at <https://www.bmoline.ph> or bmonline.poea.gov.ph. Workers need to log in to their BM online accounts and set an online appointment for their preferred date, time and convenient OEC processing center.

B. Requirements

1. Passport valid at least 6 months from date of return to jobsite;
2. Valid work visa / iqama / civil id;
3. Proof of Employment (i.e: valid employment contract, pay slip, valid company id, current employment certificate);
4. Plane ticket.

C. Counter Checking Process

The Balik Manggagawa should be a certified returning worker and an active member of Overseas Workers Welfare Administration (OWWA) as can be validated by the POEA and OWWA evaluators at the designated centers.

D. OEC Processing Centers:

The Balik Manggagawa workers shall set an online appointment at any convenient POEA processing center nearest them, as follows:

1. POEA Main Office – BFO Bldg, Edsa cor Ortigas Ave, Mandaluyong City;
2. BM Mall Processing Centers
 - 2.1 Trinoma Ayala Mall, Quezon City;

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- 2.2 Duty Free Fiesta Mall, Parañaque City;
- 2.3 SM Manila;
- 2.4 Pag-ibig Office Makati;

3. Regional Offices:

- 3.1 Regional Center for Luzon – San Fernando La Union;
 - 3.1.1 Satellite Offices Tuguegarao City;
 - 3.1.2 Satellite Office San Fernando City;
 - 3.1.3 Satellite Office Pampanga;
 - 3.1.4 Satellite Office Calamba City;
 - 3.1.5 Satellite Office Legaspi City;
 - 3.1.6 Extension Unit CAR, Baguio City;
- 3.2 Regional Center for Visayas – Cebu City;
 - 3.2.1 Satellite Office Bacolod Office;
 - 3.2.2 Satellite Office Taclonan City;
 - 3.2.3 Extension Unit Iloilo City;
- 3.3 Regional Center for Mindanao – Davao City
 - 3.3.1 Satellite Office Butuan City;
 - 3.3.2 Satellite Office Koronadal City;
 - 3.3.3 Extension Unit Cagayan De Oro City;
 - 3.3.4 Extension Unit Zamboanga City
- 3.4 One Stop Service Center for OFWs, POEA Palawan

These guidelines take effect immediately.

14 February 2018


BERNARD P. OLALIA
Administrator

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