

**FRONTLINE SERVICE:**

**DOCUMENTATION OF LANDBASED AGENCY HIRED WORKERS**

**OFFICE/LOCATION:**

Landbased Center - Agency Hires Group, 2<sup>nd</sup> Floor

**CLIENTS/CUSTOMERS:**

Licensed Landbased Agencies

**DOCUMENTARY REQUIREMENTS:**

**For Processing**

***I. Thru Manual Submission:***

- 1. Letter request for manual processing
- 2. Monitoring sheet
- 3. Certificate of coverage for mandatory insurance for OFWs
- 4. OFW information sheet
- 5. Photocopy of passport
- 6. Individual verified employment contract (for Household Workers, Low/Semi-Skilled Female Workers with Foreign Placement Agency as employer, Drivers bound for Middle East and Overseas Performing Artists for Korea and Japan, Taiwan only)
- 7. PDOS Certificate, National Certificate (NC) II, Comprehensive Pre-Departure Education Program (CPDEP) Certificate from OWWA (for HSWs)
- 8. For Drivers bound for Middle East - comprehensive motor vehicle insurance with 3<sup>rd</sup> party liability
- 9. Copy of visa or equivalent document (with English translation), for female workers
- 10. Agency signatory card

***Thru e-Submission:***

- 1. e-Submit Form
- 2. Monitoring sheet
- 3. Certificate of coverage for mandatory insurance for OFWs
- 4. Individual verified employment contract (for Household Workers, Low/Semi-Skilled Female Workers with Foreign Placement Agency as employer, Drivers bound for Middle East and Overseas Performing Artists for Korea and Japan only)
- 5. PDOS Certificate, National Certificate (NC) II, CPDEP Certificate from OWWA (for HSWs)
- 6. For Drivers bound for Middle East - comprehensive motor vehicle insurance with 3<sup>rd</sup> party liability
- 7. Copy of visa or equivalent document (with English translation), for female workers

**FEES:**

PhP200.00 Processing Fee (per worker)  
 US\$25.00 or Peso equivalent OWWA Membership Fee (per worker)  
 PhP1,200.00 (6 months)/Ph2,400.00 (1 year) - PhilHealth-Medicare  
 PhP100.00/month - Pag-ibig Contribution

**PROCEDURES:**

**PERSON IN CHARGE**

***I. Processing Thru Manual Submission:***

- Step 1: Submit required documents at the designated window at the Landbased Center, 2<sup>nd</sup> Floor, for evaluation.
- Step 2: Wait for the release of your evaluated and encoded Request for Processing (RFP).
- Step 3: Present encoded RFP at Counter H and I for the assessment of payment of worker's OWWA contribution, PhilHealth- Medicare, Pag-ibig premium and POEA processing fee.
- Step 4: Proceed to the Cashier at Window J, K, M and N for payment of assessed fees and issuance of E-receipt which serves as the POEA travel exit clearance.

- Receiving Clerk
- Evaluator
- Assessment Officer
- Cashier

***II. Processing Thru e-Submission:***

- Step 1: Submit required documents at the designated window at the Landbased Center, 2<sup>nd</sup> Floor, for evaluation.
- Step 2: Wait for the release of evaluated e-submit form.
- Step 3: Present the evaluated e-submit form at Counter H and I for the assessment of payment of worker's OWWA contribution, PhilHealth-Medicare, Pag-ibig premium and POEA processing fee.
- Step 4: Proceed to the Cashier at Window J, K, M and N for payment of assessed fees and issuance of E-receipt which serves as the POEA travel exit clearance.

- Receiving Clerk
- Evaluator
- Assessment Officer
- Cashier

**PROCESS CYCLE TIME:**

Eight (8) working hours from receipt of complete documentary requirements based on checklist to release of documents for payment.