

FRONTLINE SERVICE:	HIRING AND PLACEMENT OF GOVERNMENT-HIRED WORKERS
OFFICE/LOCATION:	Government Placement Branch, Ground Floor
CLIENTS/CUSTOMERS:	Government-Hired Workers
DOCUMENTARY REQUIREMENTS:	<ol style="list-style-type: none"> 1. Duly accomplished OFW Information Sheet 2. Duly executed Employment Contract / Employment Offer 3. Passport (original & photocopy) 4. Medical Certificate (original & photocopy) 5. Certificate of Pre-Departure Orientation Seminar (PDOS) (original & photocopy) 6. NBI Clearance (original & photocopy) <p>For Visa Processing:</p> <ol style="list-style-type: none"> 1. Duly accomplished visa application form 2. Copy of visa authorization/visa availability 3. Three (3) pcs. passport size pictures (colored with white background)
FEES:	<ul style="list-style-type: none"> ▪ US\$50.00 (PhP equivalent) - POEA Processing Fee ▪ US\$25.00 (PhP equivalent) - OWWA Membership Contribution ▪ PhP1,200.00 (6 months)/Ph2,400.00 (1 year) - PhilHealth-Medicare ▪ PhP100.00/month - Pag-ibig Contribution ▪ Visa Fee - depending on the country of destination

PROCEDURES:	PERSON IN CHARGE
<p>Step 1. After receipt of notice of hiring, report to the Recruitment & Documentation Division (RDD), Government Placement Branch (GPB), Ground Floor for pre-documentation briefing.</p> <p>Step 2. If employment offer is acceptable, sign the employment offer and undergo medical examination at accredited Medical Clinics.</p> <p>Step 3. If medically fit, submit documentary requirement/s for processing. If medically unfit, employment offer is cancelled.</p> <p>Step 4. Submit visa requirements and accomplish visa application form. Pay visa fee.</p> <p>Step 5. Upon release of visa, pay the following fees for the issuance of OEC which will also serve as your POEA travel exit clearance:</p> <ul style="list-style-type: none"> • PhilHealth Contribution • OWWA Membership Contribution • POEA Processing Fee • Airfare <p style="margin-left: 40px;">- Balik-Manggagawa Service Area</p> <p style="margin-left: 40px;">- OWWA Satellite Office, 2nd Floor</p> <p style="margin-left: 40px;">- Cash Division, 5th floor,</p> <p style="margin-left: 40px;">- Travel Center, Balik-Manggagawa Service Area</p> <p>Step 6. Attend Pre-Departure Orientation Seminar (PDOS) at the 2nd Floor.</p> <p>Step 7. Attend pre-flight briefing at the Government Placement Branch, Ground Floor, for additional information and flight details.</p> <p>Step 8. Wait for the release of your travel documents (visa, passport, original copy of employment contract and plane ticket).</p>	<p>Account Officer</p> <p>Account Officer/Medical Clinic</p> <p>Account Officer</p> <p>Account Officer</p> <p>Account Officer/Concerned Cashiers</p> <p>PDOS Officer</p> <p>Account Officer</p> <p>Account Officer</p>
<p>PROCESS CYCLE TIME:</p>	<ul style="list-style-type: none"> ▪ Deployment of workers within the specified deployment schedule of the employer.