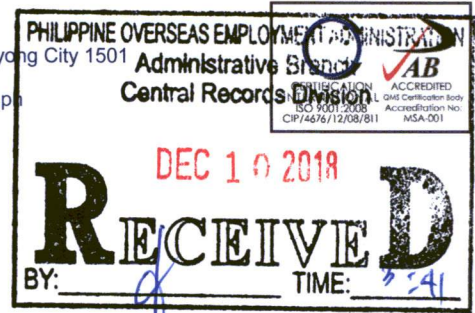




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



ADVISORY NO. 54
Series of 2018

TO : ALL CONCERNED
SUBJECT : OFW RECORD ONLINE APPOINTMENT SYSTEM (OROAS)

Pursuant to the thrust of the Administration to continuously improve its services, an OFW Records Online Appointment System (OROAS) can be accessed by all Overseas Filipino Workers (OFWs), their families (spouse, children, parents, siblings) and other parties who are requesting for the issuance of OFW Information/Record at the POEA Main Office in Mandaluyong City. The OROAS is a web-based application that allows clients to conveniently secure their appointment in the comfort of their home, 24/7. Starting Monday, 10 December 2018, online appointment can be availed of with schedule on 17 December 2018 onwards through the POEA website <http://www.poea.gov.ph> or through the direct link ofwrecords.poea.gov.ph.

The Central Records Division (CRD) will still accommodate up to 400 walk-in clients in a day along with the clients with appointment on 17 December 2018 until 28 June 2019, which is the transition period. However, effective 01 July 2019, the POEA Main Office will only accommodate clients who made an appointment through the OROAS.

Please be guided of the online appointment procedures below:

1. Register at ofwrecords.poea.gov.ph or go to POEA official website, <http://www.poea.gov.ph> and click OFW Records Online Appointment System;
2. For New Users, click the New User button to go to Register/Make an Appointment button. Fill up the required information and select your desired Appointment Date and Time;
3. For Previous Users, just login your previous Appointment Reference Number (ARN), Mother's Maiden Name, Last Name, First Name to open and edit your account to update the information saved in the POEA OFW Records Online Processing System. Select your desired Appointment Date and Time;
4. After a successful submission, the Request for Verification/Certification of OFW Records Form or Appointment Form will be displayed, then click "Print"; and
5. Bring your printed Request for Verification/Certification of OFW Records Form or Appointment Form to POEA Central Records Division on your scheduled date and time together with the corresponding requirements.

Any related query or request for assistance may be communicated to the POEA CRD Technical Support Team through email address: crd@poea.gov.ph or telephone number, (02) 721-9489 (Central Records Division) from 8:00 a.m. to 5:00 p.m., Monday to Friday except holidays.

For information and guidance.


BERNARD P. OLALIA
Administrator

04 December 2018
Develop POEA/CRD

CONTROLLED AND DISSEMINATED
BY CRD ON 10 DEC 2018