NATIONAL ADMINISTRATIVE REGISTER · SEPTEMBER 30, 1991

ADDITIONAL GUIDELINES ON COMPUTERIZED WORKER’S IDENTIFICATION CARD (ID)

POEA MEMORANDUM CIRCULAR NO. 32-A, September 30, 1991

Read online (full-text search, related cases, audio case brief): https://batas.org/library/5169cdcbdda9/

Further to the Memorandum Circular No. 30 (Series of 1991), the following supplemental guidelines are hereby issued for information and guidance of all concerned:

1
Issuance of ID Sheets

a. The ID sheets are used in the production of the OCW ID Card and the ID Cards are intended to facilitate transactions with either POEA or OWWA. The ID Sheets and ID's are free of charge.

b. Licensed Landbased and Seabased Agencies will be issued free ID Sheets based on approved Job Orders. LO's will be given the ID Sheets upon presentation of the Job Orders at Windows 1 and 2 of the ECPB (2/F POEA Bldg.) Interested agencies may reproduce the ID Sheets. These, however, must strictly conform to the original with particular emphasis on the size of the sheet itself, the yellow boxes in the photo/signature area of the ID Sheet and the shade of yellow to be used.

c. OCWs who are Name Hires of Government Hires may secure their ID Sheets from the GPB processing windows.

d. Inquiries may be directed to Windows 1 & 2 at ECPB.

2
Accomplishing the ID Sheets

a.

OCW Information

a.1

Only block letters shall be used in printing the entries in the ID Sheet.

a.2

Those with multiple middle name (e.g., Dela Cruz, Sto. Domingo, Abad Santos, Las Pinas, etc.) must indicate the customarily used middle initial in the space indicated. This entry must preferably be the same as the Middle initial used in the OCW's official documents.

a.3

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The date of birth of the OCW shall be indicated in the space provided. Particular attention must be given to the year of birth since a worker may inadvertently write the current year (i.e., 1991) instead of the actual birth year.

b.

OCW Photo

b.1

Only 2 inches by 2 inches passport quality black and white photos with white background shall be accepted. These photos must be cut to fit within the designated yellow box on the ID sheet. The photos must be cut in such a way that the face is centered on the corresponding yellow box with the top of the head about 1/8th to 1/4th of an inch from the upper edge of the yellow box.

b.2

The photo must clearly show the face of the OCW with the jaws and other facial features clearly defined.

b.3

The photo and its edges must be pasted securely on to the ID Sheet. Stapling of photos on to the ID Sheets should be avoided.

c.

OCW Signature

c.1

Each ID Sheet shall be signed by the OCW.

c.2

Only the signatures of OCW shall be inside the yellow signature box. The name of the OCW shall not be printed inside the yellow box.

c.3

Only medium thickness black sign pen shall be used for signature of the OCW. Use of any other color for the signature shall not be allowed.

d.

Do not fold the Photo or the ID Sheet.

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e.

Samples of properly accomplished OCW ID Sheets shall be posted at the designated receiving windows to guide workers and LO's in filling up the ID Sheets.

3
Submission of ID Sheets.

a.

The properly accomplished ID Sheets shall be attached to the corresponding RFP to be submitted at ECPB.

b.

Improperly filled up ID Sheets shall be returned for correction. These may be submitted the following day to Windows 1 & 2.

4
Releasing of OCW ID's

a.

One-Stop Shop and Landbased — 5 working days after submission. These may be claimed at Windows 1 & 2 of ECPB.

b.

Seabased — 3 working days after submission. These may be claimed at Windows 1 & 2 of ECPB.

c.

GPB, Namehires — 1 working day after submission. This may be claimed at the GPB Windows.

This order takes effect immediately.

Adopted: 30 Sept. 1991

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Administrator

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