CLARIFICATION ON THE REQUIREMENTS FOR THE PROCESSING AND ISSUANCE OF POEA EXIT CLEARANCE (OVERSEAS EMPLOYMENT CERTIFICATE [OEC]/ELECTRONIC RECEIPT [E-RECEIPT] FOR HOUSEHOLD SERV...

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In response to numerous inquiries received from various sectors, the following clarifications are being issued relative to the requirements for processing and issuance of the POEA exit clearance (overseas employment certificate [OEC]/e-receipt) for household service workers and low/semi-skilled female workers:

I. Coverage:

This clarificatory guidelines shall apply in the processing of the following skills:

1. Household service workers (HSWs), male or female, employed in a household setting, such as domestic helper, servant, babysitter, nanny, caregiver, caretaker, family driver, private nurse, private tutor, gardener, cook and similar positions working in a family home, hired through the foreign placement agencies or deployed directly to employers;

2. Low/semi-skilled female workers (LSFWs) hired through the foreign placement agencies or the POEA Name Hire Facility falling under any of the skill categories enumerated under POEA Memorandum Circular No. 5, Series of 2009.

II. What are the Documentary Requirements for Processing for Household Service Workers?

1. Individual employment contract duly verified by the Philippine Overseas Labor Office (POLO);
2. National Certificate for Household Service Workers (HSW-NCII) from TESDA;
3. OWWA Certificate of attendance in Comprehensive Pre-Departure Education Program (CPDEP);
4. Original Visa or equivalent document (with English translation) to be presented and a copy thereof to be submitted;
5. Request for processing (RFP) form (if processed through regular processing system, not electronic submission system);
6. Duly accomplished Workers Information Sheet;
7. Original Passport (for Name Hires) to be presented and a copy thereof to be submitted;
8. Original and a copy of the Pre-Departure Orientation Seminar (PDOS) Certificate.

III. What are the Documentary Requirements for Processing for Low/semi-skilled Female Workers (LSFWs) hired through a licensed agency for a Foreign Placement Agency (FPA) or through the POEA Name Hire Facility, in any of the skill categories enumerated under POEA Memorandum Circular No. 5, Series of 2009?

1. Individual employment contract duly verified by the Philippine Overseas Labor Office (POLO);
2. Visa or equivalent document (with English translation);
3. Request for Processing (RFP) form (If processed through regular processing system, not electronic submission system);
4. Duly accomplished Workers Information Sheet;
5. Original and a photo copy of PDOS Certificate.

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For Low/Semi-skilled Female Workers (LSFWs) bound for Canada, existing requirements under POEA Memorandum Circular No. 2, Series of 2009 shall continue to apply.

In cases of electronic submission system, original copies of the individual verified employment contract and visas shall likewise be presented to the Landbased Processing Center and copies of said documents shall be submitted upon processing.

All other issuances providing for documentation and processing requirements which are not inconsistent herewith shall continue to apply.

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