

IMPLEMENTING GUIDELINES FOR THE REGISTRATION OF WORKERS-ON-LEAVE

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Pursuant to Section 5, Rule III, Part III of the 2002 POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Workers on the Registration of Workers-on-Leave, the following guidelines are hereby issued:

1. Definition of Terms:

A Worker-on-Leave shall refer to an Overseas Filipino Worker (OFW) who is on vacation or on leave and is returning to the same employer.

2. Documentary Requirements:

Workers-on-Leave shall submit the following documents to the Administration or to its designated centers or units in the country or overseas for registration:

2.1 Valid Passport

2.2 Re-entry visa, work permit, or any equivalent document

3. Registration Fees:

The following are the fees that a Worker-on-Leave is required to pay to register and secure an Overseas Employment Certificate (OEC) and/or OFW Electron ID card (E-Card):

3.1 A Worker-on-Leave with valid OWWA membership and Medicare coverage shall only pay Php100.00 for POEA processing fee.

3.2 A Worker-on-Leave with expired OWWA membership contribution and Medicare coverage shall pay the following:

- POEA Processing Fee Php 100.00

- OWWA membership contribution US\$25.00 or Php1,275.00

- Medicare coverage premium Php900.00

4. Where to Register and Secure Overseas Employment Certificate (OEC) and/or OFW Electron ID Card (E-Card):

4.1 Workers-on-Leave may register individually or through the agency that previously deployed them.

4.2 Workers-on-Leave may secure the OEC or E-Card at:

4.2.1 Balik-Manggagawa Processing Division (BMPD), Service Area, POEA Bldg., Ortigas Avenue corner EDSA, Mandaluyong City

4.2.2 POEA Regional Centers and Regional Extension Units (REUs)

4.2.3 POEA-deputized OWWA regional offices and units

4.2.4 Philippine Overseas Labor Offices (POLOs) in various Philippine Embassies and Consulates abroad

Market specific guidelines will be issued as may be necessary.

Adopted: 27 Sept. 2002

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