GUIDELINES FOR THE ISSUANCE OF EXIT CLEARANCE, AS AMENDED

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The Philippine Overseas Employment Administration (POEA) hereby issues the amended guidelines that shall govern the issuance of exit clearance for Overseas Filipino Workers (OFWs):

I. Overseas Employment Certificate (OEC) / Electronic Receipt (E-Receipt)

The OEC (issued during manual processing) and e-receipt (for computerized processing) shall serve as exit clearance and tax exemption certificate.

The exit clearance shall be issued by the Landbased Employment Center, Seabased Employment Accreditation and Processing Center, Government Placement Branch, Balik-Manggagawa Processing Division, POEA Regional Centers/Regional Extension Units (REUs) / Satellite Offices, licensed agencies participating in the In-House Processing Program and Philippine Overseas Labor Offices (POLOs).

II. Coverage

All overseas Filipino workers leaving on employment visa/work permit or equivalent document (such as: no objection certificate [NOC], employment pass, gainful occupation permit, confirmation of the right to labor activity, work visa guaranty) shall be required to secure an exit clearance from the POEA or its deputized offices.

Filipino workers with overseas employment contracts but are issued visas other than work/employment (such as: business and visit visas) for the purpose of facilitating their mobilization, shall likewise be required to secure exit clearances from POEA or its deputized offices (POEA Advisory No. 15, Series of 2005).

III. Documentary Requirements

The documents required for issuance of an exit clearance at the respective units shall be as follows:

1. Landbased Employment Processing Center (New Hires):

1.1. Request for Processing
1.2. Accomplished OFW Information Sheet
1.3. Verified Individual employment contract, Personal Accident Insurance and Motor Vehicle Insurance Certificate (for Middle East bound drivers)
1.4. Individual verified employment contract for household workers
1.5. Individual contract for Overseas Performing Artist (OPA), as appropriate.

2. Seabased Employment Accreditation and Processing Center:

2.1 Request to Process Seafarer (RPS)
2.2 Standard Employment Contract
2.3 Seafarer’s Information Sheet
2.4 Valid Seafarer’s Registration Certificate
2.5 Valid Seafarer’s Identification and Record Book (SIRB)

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3. BALIK-MANGGAGAWA PROCESSING Center:

3.1 Valid passport
3.2 Valid re-entry visa/work permit or any equivalent document
3.3 Proof that OFW is returning to the same employer (if worker/principal is not in the POEA database)

4. Name-Hire Workers Processing Unit:

4.1 Passport
4.2 Valid working visa or any equivalent document
4.3 Employment Contract verified or authenticated by the Philippine Overseas Labor Office / Philippine Embassy (for household worker)
4.4 Employment Contract, Personal Accident Insurance and Motor Vehicle insurance verified by the POLO / Labor Attache Office (for Middle East bound drivers)
4.5 Employment Contract for skilled and professional workers

Workers shall be referred for Pre-Departure Orientation Seminar (PDOS) and to a Department of Health (DOH) accredited medical clinic/hospital of his choice for medical examination.

IV. Validity Period of E-Receipt / OEC

1. The exit clearance shall be valid for sixty (60) days from the date of issuance.
2. Exit clearance issued under exceptional circumstances at the Labor Assistance Center shall be valid only on the date of issuance.
3. Multiple exit clearance issued pursuant to Memorandum Circular No. 12, Series of 2005, shall be valid for one year from date of issuance.

V. Exemption from Travel Tax and Airport Fee

Pursuant to Section 35, Migrant Workers and Overseas Filipinos Act of 1995 (Re- public Act 8042), OFWs shall be exempted from the payment of travel tax and airport terminal fee upon presentation of the POEA exit clearance.

Where necessary, OFWs shall likewise avail of the reduced travel tax for OFW dependents, pursuant to Sec. 2, Presidential Decree 1183 upon presentation of the e-receipt / OEC.

VI. Lost E-Receipt / OEC

There shall be no re-issuance for lost e-receipt / OEC. The respective processing units shall instead issue a certification indicating the particulars of the processed exit clearance or certified true copy thereof. Said certification shall be presented to the Labor Assistance Center, Bureau of Immigration, Philippine Tourism Authority and Ninoy Aquino International Airport for travel exit purpose.

VII. Expired E-Receipt / OEC

An expired exit clearance shall be replaced upon submission of all the copies of the expired e-receipt / OEC and payment of processing fee of Php200.00 for new hires or Php100.00 for workers-on-leave.

However, if the receipt/OEC has been submitted to the Airline and the e-receipt/ OEC numbers are already indicated in the airline ticket, the validity date shall be extended only up to the date of the confirmed flight.

VIII. Validation of E-Receipt / OEC at the Airport

OFWs who are scheduled for departure shall present a copy of the e-receipt / OEC to the Labor Assistance Center.

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IX. Repealing Clause

All memorandum circulars and other issuances inconsistent herewith are repealed or amended accordingly.

X. Effectivity

This Memorandum Circular shall take effect immediately.

(SGD.) ROSALIDA DIMAPILIS-BALDOZ
Administrator

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