

VALIDATION OF THE OVERSEAS EMPLOYMENT CERTIFICATES AT THE LABOR ASSISTANCE CENTER (LAC) IN THE NINOY AQUINO INTERNATIONAL AIRPORT (NAIA)

POEA MEMORANDUM CIRCULAR NO. 44, s. 1993, October 15, 1993

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Validation of the Overseas Employment Certificates at the Labor Assistance Center (LAC) in the Ninoy Aquino International Airport (NAIA)

In view of the increasing number of departing overseas contract workers (OCW's) being attended to by the LAC, the following guidelines are hereby issued to avoid the rush of last-minute processing and validation and unnecessary crowding at the counters and ensure the orderly flow of OCW's in the NAIA terminal:

1. All departing OCW's are advised to clear with the LAC at least three (3) hours before the estimated time of departure;
2. All departing OCW's must ensure that they have complete travel and employment documents before securing LAC clearance/validation;
3. The following employment and travel documents shall be presented to the LAC:
 - a. For Land-Based Workers
 1. Passport
 2. Airline tickets
 3. Overseas Employment Certificate (OEC) *2 copies
 4. PDOS Certificate**
 5. Repatriation Bond Certificate of Coverage
 6. Certificate of Insurance Coverage (For Entertainers Only)
 7. Employment Contract
 - b. For Seafarers
 1. Seaman's Service Record Book (SSRB)
 2. Passport, when required
 3. Airline ticket
 4. Overseas Employment Certificate (OEC) 2 copies
 5. PDOS Certificate
 6. Employment Contract
4. Employment documents must be arranged in a manner that would facilitate validation of the OEC and PDOS Certificate, as indicated in the diagram (see below), and stapled together when presented to the LAC.
5. Airline tickets must be stapled to the passport or SSRB to avoid misplacement or loss and presented together with the employment as per Number 4 above.
6. Only documents submitted/presented personally by departing OCW's will be accepted by the LAC for

validation purposes.

7. All licensed agencies shall be required to notify the Licensing and Regulation Office, Attention of the Labor Assistance Center, of group departures numbering fifty (50) and above, in any given flight, twenty-four (24) hours before the scheduled departure to enable the LAC make the necessary adjustments/preparation to service the group departures.

8. Unless substituted without prior notice, the following airlines maintain regular check-in facilities at the counters indicated below based on their flight schedules:

Name of Airlines

Airline Code

Counter No.

a. Philippine Airlines

PR

16-39

b. Saudi Airlines

SV

08-13/16-23

c. Cathay Pacific Airways

CX

40-47

d. Singapore Airlines

SQ

67-73

e. Thai Airways

TG

50-59

f. Malaysian Airlines

MH

41-44

g. China Airlines

CI

01-06

h. Eva Airlines

BR

50-55/67-73

i. Japan Airlines

JL

60-65

j. Korean Airlines

KE

67-74

k. Northwest Airlines

NW

53-78

l. United Airlines;

UA

46-52

m. Continental Micronesia

Airlines

CO

74-78

n. Kuwait Airways

KU

08-13

o. Pakistan Airlines

PK

08-15/67-73

p. British Airways

BA

74-78

q. KLM Royal Dutch Airlines

KL

67-73

r. Alitalia

AZ

01-05

s. Air France

AF

08-13

t. Lufthansa Airlines

LH

55-63

u. Qantas Airways

QF

08-13/67-73

v. Egypt Air

MS

08-15

w. Air Nauru

ON

64-65

The following airlines do not have regular check-in counter assignments. However, the information is made available three (3) hours before the estimated time of departure:

a.

Royal Brunei Airlines

(BI)

b.

China Southern Airlines

(CZ)

c.

Emirates Airlines

(EK)

d.

Garuda Indonesian Airlines

(GA)

e.

Gulf Air

(GF)

f.

Air Niugini

(PX)

g.

Swiss Air

(SR)

h.

Vietnam Airlines

(VN)

Agencies and other POEA accredited entities providing PDOS are required to include above informations in the pre-departure/final briefing of their departing contract workers/seafarers.

For strict compliance.

Adopted: 15 Oct. 1993

(Sgd.) FELICISIMO O. JOSON
Administrator

* The LAC copy of the OEC is retained while the worker's copy is validated and returned to the worker/seafarer.

** The PDOS Certificate is validated and returned to the worker/seafarer in accordance with Memorandum Circular No. 21, series of 1993.

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