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ISSUANCE OF A MULTIPLE TRAVEL EXIT CLEARANCE VALID FOR ONE YEAR FOR LANDBASED WORKERS-ON-LEAVE (BALIK-MANGGAGAWA)

POEA MEMORANDUM CIRCULAR NO. 12, S. 2005, September 15, 2005

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In line with the Administration's thrust to streamline procedures for issuance of the exit clearance for workers-on-leave and to improve our services to Overseas Filipino Workers (OFWs), the following guidelines are hereby issued:

I. Multiple Travel Exit Clearance

Overseas Filipino Workers (OFWs) who exit from the Philippines more than once in a period of twelve (12) months to work overseas for the same employer may avail of a multiple travel exit clearance from the POEA. The exit clearance can be used as an exit document for a period of 12 months from date of issuance.

II. Coverage

The Circular shall apply to Filipino cabin crew and flight attendants of commercial aircrafts who are joining their operational flights outside the country, off-shore and other classification of workers provided with short contract durations and frequent vacations.

OFWs, cabin crew and flight attendants who have already acquired permanent resident status in their employment base shall no longer be qualified for OEC/e-receipt and e-card issuance.

III. Documentary Requirements for Issuance of Multiple Travel Exit Clearance with One Year Validity

1. Valid passport
2. Valid visa
3. Proof of current employment contract with the same employer with a validity exceeding 12 months from date of issuance of OEC.

IV. Prescribed Fees

a) Php100.00 per exit - POEA Processing Fee

b) Php1,275 or (US$25.00) - Compulsory payment of OWWA Membership

Contribution (with Insurance Coverage))

(per Letter of Instruction {LOI} No. 537

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Frequency of Collection:

- OWWA Membership Contribution shall be Collected on a per contract basis (OWWA Omnibus Policies Board Resolution No.038, Series of 2003)

- In cases of implied and/or written contracts with in definite duration, the assessment shall be based on the standard contract duration applicable to the corresponding occupation groups, but in no case to exceed two (2) years. (OWWA Memorandum of Instruction No. 018, Series of 2001)

c. Php 900.00 - PhilHealth Premium for one year coverage (Executive Order No. 392 amending Executive Order No. 182 "Transferring the Medicare Functions of OWWA to the Philippine National Health Insurance Corporation, January 27, 2005).

V. Availment Procedures

- OFW availing of this privilege shall undergo evaluation of documents, assessment and payment of fees (Php100.00 per multiple travel exit clearance {OEC});

- Multiple travel exit clearance with one-year validity shall be issued;

- Copy of the multiple travel exit clearance shall be validated on the date of departure by the POEA Labor Assistance Center at the Ninoy Aquino International Airport;

- Copies of the multiple travel exit clearance shall be submitted by the OFW to the Philippine Tourism Authority and the Ninoy Aquino International Airport to avail of the exemptions from payment of travel tax and airport terminal fee, pursuant to Section 35, R.A. 8042, Migrant Workers and Overseas Filipinos Act of 1995

This circular shall take effect immediately.

Adopted: 15 Sept. 2005

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