

THIS FORM IS NOT FOR SALE

DATE: _____

USE BLACK OR BLUE PEN ONLY

TIM E RECEIVED	TIM E RELEASED
BM EVALUATOR: _____ _____	
BM ASSESSOR/ CASHIER: _____ _____	



BALIK-MANGGAGAWA INFORMATION SHEET

DO NOT WRITE ON THIS SPACE
(For POEA, OWWA, Philhealth, Pag-Ibig Only)

CG No.: _____
 RFP nO.: _____
 Assessment No.: _____
 Assessed Amount:
 POEA: _____
 OWWA: _____
 PHILHEALTH: _____
 PAG-IBIG: _____

PERSONAL DATA

Last Name	First Name	Name Ext. (e.g. Jr.,III)	Middle Name										
Passport No.: _____													
Birthdate: _____ / _____ / _____ <i>DD / MM / YYYY</i>		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female											
Place of Birth: _____		Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	<input type="checkbox"/> Widow/er <input type="checkbox"/> Legally Separated / Annulled										
Home Address in the Philippines: _____													
<i>Lot No. Block No. Phase No.</i>		<i>House No.</i>	<i>Street Name</i>										
<i>Municipality/City</i>		<i>Province</i>											
		<i>ZIP Code</i>											
SSS No.: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>											Pag-IBIG RTN/MID: _____		
Telephone/Cellphone No. _____		Email Address: _____											
Mother's Full Maiden Name: _____													
		<i>Last Name</i>	<i>First Name</i>										
Name of Spouse (if married): _____		<i>Last Name</i>	<i>First Name</i>										
		<i>Last Name</i>	<i>Middle Name</i>										

CONTRACT PARTICULARS OF OFW

Name of Company/Employer: _____

Address of Employer: _____

Tel. No./Fax No./E-Mail Address: _____ Salary / Currency: _____

Position: _____ Contract Duration: _____

Date of last deployment from the Philippines: _____ Date of recent return/arrival to the Philippines: _____

LEGAL BENEFICIARIES / QUALIFIED DEPENDENTS

Children (20 years old and below) - Registered Birth Certificate; Non-Member Spouse - Registered Marriage Certificate; Parents (60 years old and above) - Senior Citizens Card and Registered Birth Certificate of Member (OFW)

Complete Name	Sex	Relationship of OFW to Dependent/s	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby certify that the above statements are true and correct and that the above-named dependents have not been declared by my spouse / brother/sister.

Worker's Signature Over Printed Name

FOR BM GROUP/AGENCY

Name of Agency: _____

Approval of Authorized Agency Representative

↓ Please see back for checklist of requirements, fees to be paid and steps on OEC Processing.

Balik-Manggagawa Processing of Overseas Employment Certificate

I. Checklist of Requirements (all original)

1. **Passport** - valid at least 6 months from the date of departure
2. **Valid Work Visa / Work Permit or Equivalent Document**
3. **Proof of Employment returning to same employer**
(ie., Employment Contract, Certificate of Employment / Company ID / Pay Slip)

II. Fees:

POEA Processing Fee	P 100	per E-Receipt / OEC
PAG-IBIG Contribution	P 100	minimum amount per month
OWWA Membership Contribution	\$25USD	peso equivalent
PHILHEALTH Contribution	P 1,200	one year coverage

III. Procedures:

A. For Walk-in Clients:

Step 1. BM Information sheet

- » Get a BM Form at the issuance counter at the POEA entrance. A queuing number is indicated in the Info Sheet. Fill out the BM Information Sheet and proceed to the Balik Manggagawa Service Area and wait for your number to appear on the queuing machine.

Step 2. Evaluation

- » Once your number is displayed on the queuing machine, proceed to the Evaluation Counter and present the documentary requirements for evaluation / approval and encoding.
- » If documents are in order, the evaluator encodes worker's employment details and gives you instructions to proceed to the Assessment / Cashier Counter.

(If documents are deficient, evaluator endorses the BM / WOL to BM Supervisor / Division Chief for further advice on requirements to be complied with).

Step 3. Assesment / Cashier

- » Proceed to the Assesment / Cashier Counter to determine the fees and payment. Wait for the release of your E-Receipt / OEC. The E-Receipt/OEC serves as your travel exit clearance and entitles you to exemption from payment of travel tax, terminal fee and documentary stamps for your remittance transactions.

B. By Appointment System

Step 1. Scheduling

- » Log-in at the POEA website www.poea.gov.ph and click the link to BM Appointment System.
- » At the BM Appointment System page, choose the Office or Branch where you want to transact and process OEC/E-Receipt. The system will display the available dates. Click the date of your choice and the available time slot will appear. Click your preferred time slot.
- » Once date and time have been choosen the BM Info Sheet will be displayed. Fill out the entries and ensure to declare your information accurately and truthfully. Click SUMBIT and a "BM Information Sheet" in Portable Document Format (PDF) will be displayed. Please print in two (2) copies.

Step 2. OEC Processing

- » Proceed to the selected processing center at your scheduled date and time for the processing of your OEC / E-Receipt. Please bring with you all the documentary requirements including the printed BM Information Sheet.

Maraming salamat po Maligayang paglalakbay !