



PHILIPPINE OVERSEAS LABOR OFFICE

Dubai, United Arab Emirates

**POLO Advisory No. 13A-2022:
INDIVIDUAL CONTRACT VERIFICATION AND
OWWA MEMBERSHIP APPOINTMENT GUIDE**

Website: <http://www.polodubaiportal.org/schedule-an-appointment/>

Appointment link: <https://bit.ly/3vs131H>

**FREQUENTLY ASKED QUESTIONS (FAQs) FOR INDIVIDUAL
CONTRACT VERIFICATION & OWWA MEMBERSHIP
APPOINTMENTS**

1. A client only needs one (1) appointment to avail both Contract Verification and OWWA Membership provided that, they present the complete set of requirements.

Isang (1) appointment lang ang kailangan upang makapag-apply ng Contract Verification at OWWA Membership pero dapat kumpleto ang mga dalang requirements.

2. Effective on 4 May 2022, entry to POLO Dubai will be strictly by appointment. Walk-in applicants will no longer be accommodated.

Simula 04 May 2022, tanging ang mga naka-appointment lamang ang maaring pumasok para sa mga nasabing transaksyon sa POLO Dubai. Hindi na pinapayagan ang mga walk-in applicants.

3. ON REGISTRATION ON THE APPOINTMENT SYSTEM

- 3.1. Double / Multiple Appointment Slots will be INVALIDATED & CANCELLED. Strictly one (1) appointment slot per person only.

ISANG APPOINTMENT SLOT PER TAO LANG ANG PWEDE. HUWAG KUMUHA NG HIGIT SA ISA UPANG HINDI INVALIDATE AT MA-CANCEL ANG IYONG APPOINTMENT.

- 3.2. Applications with INCOMPLETE INFORMATION (First name only / Alias used / Nickname / Other name) or FALSE INFORMATION on registration will be INVALIDATED & CANCELLED.

Ang mga application/registration na KULANG ANG INPORMASYON (Pangalan / Alyas ang ginamit / Nickname / Ibang pangalan) o may PEKENG INPORMASYON ay HINDI TATANGGAPIN AT ICACANCEL.

Paalala lamang na kumpletuhin ang mga inpormasyon sa hinihingi, lalo na ang buong pangalan (kung paano nakasulat sa iyong pasaporte).

- 3.3. An approved appointment is non-transferrable and non-reusable.

Ang appointment ay hindi maaring ipagamit sa ibang tao. Tanging ang pangalan na naka-register ang papapasukin sa POLO Dubai.



- 3.4. An approved appointment is FREE OF CHARGE. POLO Dubai does not collect any fees related to online appointment.

Walang bayad ang pagkuha ng appointment online.

- 3.5. You will be accommodated on the date of your approved schedule. If you wish to move it to another date, kindly cancel the existing application and book a new one.

Pumunta sa takdang araw na nasa iyong appointment. Kung nais mo itong ilipat sa ibang araw, paki-cancel ang unang schedule at mag-book ng panibago.

4. WHAT TO DO ON YOUR APPOINTMENT DATE

- 4.1. Go to POLO on your allotted schedule. We are open from 7:30AM to 3:30PM for Mondays to Thursday, and from 7:30AM to 12:00NN on Fridays. Make sure to bring the complete set of requirements for the services you wish to avail.

Pumunta sa POLO Dubai sa araw ng inyong appointment. Ang POLO Dubai ay bukas mula 7:30AM hanggang 3:30 PM mula Lunes hanggang Huwebes, at mula 7:30AM to 12:00NN tuwing Biyernes. Siguraduhing dala mo ang kumpletong requirements para sa transaction na kailangan mo.

- 4.2. Present the following to the security personnel and they will check if your name is on the list of approved appointments for the day:

Ipakita ang lahat ng mga sumusunod sa aming security personnel at ang inyong pangalan ay hahanapin sa listahan ng mga aprubadong appointment sa araw na iyon:

- ORIGINAL VALID PASSPORT
- ORIGINAL VALID EMIRATES ID
- SCREENSHOT OF THE APPOINTMENT

- 4.3. Bring complete set of requirements to ensure that your transaction will go smoothly. Refer to the checklist of requirements posted on our website. POLO Dubai may reject your application if your documents are found to be INCOMPLETE, INSUFFICIENT, and/or FRAUDULENT.

Dalihin ang kumpletong requirements upang masigurado na magiging maayos ang transaction mo. Ang lahat ng requirements (checklist) ay naka-post sa aming website. Maaring hindi tanggapin ang inyong application kung ang inyong requirements ay HINDI KUMPLETO, KULANG, o PEKE.

For those with incomplete requirements, you may be asked to return to POLO to finalize the transaction upon completion. If this is the case, there is no need to get a new appointment. Simply acquire a noted token number signed by the evaluating officer

Para sa mga may kulang na requirements, maari kayong pabalikin ng evaluator sa ibang araw na ito ay makumpleto upang matapos ang inyong transaction. Kapag kayo ay pinabalik, hindi na kailangan muli na kumuha ng panibagong appointment, bagkus ay humingi lamang kayo ng token naman na may note/prima ng evaluating officer at ito ang magsisibilbing appointment ninyo para makapasok sa POLO Dubai.

