Konsulados Panlahat ng Pilipinas

Consulate General of the Philippines

PHILIPPINE OVERSEAS LABOR OFFICE
Dubai, United Arab Emirates

POLO Advisory No. 23A – 2022: GUIDELINES FOR THE PILOT TEST OF ONLINE SUBMISSION SYSTEM FOR CONTRACT VERIFICATION

1. COVERAGE: This system will supplement the existing appointment system and will be on a pilot stage, thus is only limited to 300 OFWs per each form, with a valid employment visa issued by either Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah, or Fujairah, and a valid confirmed flight schedule falling on Saturday, Sunday, and Monday, as indicated on the particular form.

   (Ang online system na ito ay karagdagan sa kasalukuyang appointment system at nasa **"pilot test"** *pa lamang kung kaya't ito ay limitado lamang sa 300 na applikante kada form, at para lamang sa mga OFWs na may valid na employment visa mula sa Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah, o Fujairah, at mayroong confirmed na flight na tatapat sa Sabado, Linggo, at Lunes, ayon sa schedule ng particular na form.)*

2. ONLINE FORMS: An online form will be opened for access to the public on designated dates. *Ang online form ay bubuksan para sa publiko sa mga araw na ito:*

   This form will be specific for a particular flight schedule, to wit:

NAME	INCLUDED FLIGHTS	LINK/FORM AVAILABILITY	POLO Notification Period
Form 1	July 9, 10, 11, and 12, 2022 ONLY.	Link open: 20 June 2022 Link close: Upon reaching 300 applicants, or 21 June 2022, at 11:59pm, whichever comes first.	Emails will be sent between 27-28 June 2022.
Form 2	July 16, 17, and 18, 2022 ONLY.	Link open: 27 June 2022 Link close: Upon reaching 300 applicants, or 28 June 2022, at 11:59pm, whichever comes first.	Emails will be sent between 4-5 July 2022.
Form 3	July 23, 24, and 25, 2022 ONLY.	Link open: 4 July 2022 Link close: Upon reaching 300 applicants, or 5 July 2022, at 11:59pm, whichever comes first.	Emails will be sent between 11-12 July 2022.

Further schedules will be posted on our website accordingly.
(Para sa mga susunod pang schedule, abangan ang mga announcement sa aming website.)

3. PROCESS:

Step 1: Access the link, answer the required details, and upload the correct documents.

(I-click and link, sagutan ang mga required na detalye, at i-upload ang tamang dokumento.)

- If the link is no longer accessible either it is full or it has expired, please visit POLO Dubai on the nearest Friday / working day before your flight, or if you were able to secure an online appointment, visit on your schedule, and bring the complete set of requirements.
  (Kung ang link ay hindi na napipindot dahil ito ay puno na o kaya ay expired na, magpunta sa POLO Dubai sa pinakamalapit na Biyernest; o kung nakakuha naman ng online appointment, magpunta sa araw na iyon, at dalahin ang kumpletong requirements.)
- Once your application has been submitted, you can no longer change the contents / information.
  (Hindi na maaring palitan ang mga nailagay na impormasyon / documents kapag napindot mo na ang "submit" button.)
- Submission of documents does not automatically mean your application is approved. Your documents will be subject to review and evaluation.
  (Hindi automatic ang approval pag nagsusubmit ng dokuemto online. Ibig sabihin, ang online application mo ay dadaan pa ng review at evaluation.)

Step 2: Wait for the email notification from POLO Dubai. POLO Dubai will send you an email on your registered email address (please check both your inbox and junk /spam mailbox).

(Hintayin ang email mula sa POLO Dubai na nagsasabi ng resulta ng iyong application. Ito ay ipapadala sa email address na nilagay mo sa form, kaya ito ay iyong i-check. Kung wala sa inbox, tignan ang junk/spam mailbox).

Step 3: Visit POLO Dubai on the schedule provided to you (for approved applicants) or on the nearest Friday / working day (once the Temporary/Partial Suspension of the Guaranteed Entry is lifted)/ online appointment date, if applicable (for disapproved applicants).

- If your application is approved, you will be given a date when to visit POLO Dubai for payment and document releasing. You only need to bring a copy of the email notification and original ID (passport and emirates ID). Authorized personnel for payment will not be accepted.
  (Kung approved ang application: bibigyan ka ng schedule kung kelan ka pupunta sa POLO Dubai para magbayad at para sa releasing ng dokumento. Kailangan mo lang dalahin ang kopya ng email notification at original passport at emirates ID. Hindi tatanggapin ang authorized personnel para sa payment at releasing).

- If your application is approved, and you fail to appear on the schedule provided, you will not be given a new schedule. Just visit POLO Dubai on the nearest Friday / working day before your flight and bring the required documents.
  (Kung approved application at hindi nakapunta sa schedule na binigay: hindi na magbibigay ng panibagong schedule ang POLO Dubai. Ikaw ay pwedeng magpunta sa pinakamalapit na araw na may pasok / Biyernes sa iyong flight, o kung may nakuha kang online appointment, sa araw na nakuha mong schedule dala ang mga kinakailangang mga dokumento.)

- If your application is disapproved, your only option is to appear personally at POLO Dubai and bring complete and correct requirements on the nearest Friday, or on your appointment date if you were able to secure one. POLO Dubai will not entertain compliance submissions online.
  (Kung ang application mo ay disapproved: Pumunta ka sa POLO Dubai sa pinakamalapit na araw na may pasok o Biyernes bago ang iyong flight, o kung ikaw nakakauha ng online appointment, magpunta sa araw ng appointment mo at dalahin ang kumpleto at tamang requirements. Hindi tumatanggap ng compliance online ang POLO Dubai.)

4. REASONS FOR DISAPPROVED APPLICATIONS: Below are the reasons for POLO Dubai to disapprove an application. Kindly read to ensure that you are submitting the correct and complete requirements.
(Ito ang mga dahilan para ma-disapprove ang isang application. Basahin maigi upang makasiguro na tama at kumpleto ang iyong dokumento.)

   a. You do not have a valid employment visa issued by either Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah, or Fujairah. Also, if you have a Spouse / Partner / Investor / Freelance / Student visa, or Al Ain/Abu Dhabi-issued visa or combination of both, POLO Dubai will automatically disapprove your application.
   (Ang visa mo ay hindi employment visa (freelance, partner, investor, spouse, student, etc).
   Ang visa mo ay issued ng Abu Dhabi or Al Ain.
   Ang visa mo ay expired / paso na.)
   b. Your flight schedule is not the target schedule of the form. The online submission system has a limited availability while on the pilot stage, thus we cannot accommodate everyone. If your flight schedule is on a later date, please wait for further announcements from POLO Dubai.
   (Ang flight schedule mo ay hindi nabibilang sa araw na sakop ng form. Ang online submission system ay limitado sa ngayon dahil ito ay nasa pilot stage kaya hindi kayang i-accommodate lahat. Kung ang flight mo ay sa ibang weekend pa, tignan ang schedule kung kailan available ang online form para sa iyo.)

   If your flight is on a weekday, please visit POLO Dubai one day before your flight.
   Kung ang flight mo ay weekday (Martes, Miyerkules, Huwebes, o Biyernes) at wala kang online appointment, magpunta sa POLO isang araw bago ang iyong flight.

   c. You uploaded fake flight itinerary / your flight itinerary cannot be confirmed.
   (Ang inupload na ticket ay peke / hindi ma-confirm sa airline/ticketing vendor.)

   d. You uploaded fake / tampered / fraudulent / falsified documents.
   (Mayroong peke / dinoktor na dokumento na inupload.)

   e. You uploaded incomplete requirements / documents. On the list of requirements issued by POLO Dubai, there are ADDITONAL DOCUMENTS THAT MAY BE REQUIRED, depending on the details of your contract. To wit:
   (Kulang ang dokumento na inupload. Ayon sa listahan ng requirements, maaring humingi ng ADDITIONAL DOCUMENTS ang POLO Dubai, depende sa laman ng iyong kontrata, gaya ng:)

   - SALARY CERTIFICATE with signature and stamp of your company indicating the total amount you receive monthly. This is required when basic salary is less than the POEA minimum of 1,500dhs. Reminder that BASIC SALARY IS DIFFERENT FROM MONTHLY GROSS WAGE.
   (Kailangan ito kung ang Basic Salary mo ay mas mababa kaysa minimum na 1,500dhs ayon sa POEA. Iba ang Basic Salary sa Monthly Gross Wage. Kahit pa higit 1,500dhs ang Monthly Gross Wage mo pero mas mababa sa 1,500dhs ang Basic Salary, kailangan mo ng SALARY CERTIFICATE.)

   - COMPANY EXPLANATION LETTER with signature and stamp of your company explaining why the position/designation on your contract / visa / other documents does not match. Your position / designation on all your documents must match/be the same and any discrepancy shall be explained through an official company letter.
   (Kung magkaiba ang position/designation mo sa kontrata, visa, emirates ID, o sa iba pang proof of employment, kailangan mo nito upang mapaliwanag bakit magkakaiba ang position/designation mo.)

- PROOF OF COMPANIES' RELATIONSHIP if the name of your company on contract, visa, and/or additional proof of employment does not match. Proof such as copy of old and new trade licenses with same license number, or memorandum of incorporation, or change of name, or explanation letter form the company may be accepted.
(Kung magkaiba ang pangalan ng company mo sa kontrata, visa, emirates ID, or ibang employment documents, kailangan mo nito pra mapaliwanag ano ang koneksyon ng mga kumpanya na ito. Pwede ang kopya ng trade license na luma at bago, memorandum, o letter of explanation.)

As an OFW, it is your responsibility to read your contract prior to submission. If you see that you need either of these three, secure them in time for your online submission and/or personal appearance at POLO Dubai to avoid further delays.
(Bilang OFW, responsibilidad mo na basahin ang iyong kontrata bago ito i-submit sa POLO Dubai. Kung Nakita mo na kinakailangan mo alinman sa tatlong ito, mag-request ka na agad sa iyong kumpanya para ito ay maisama mo sa online submission o para madala mo ito sa personal appearance mo sa POLO Dubai, at maiwasan ang pabalik-balik dahil sa kulang at maling dokumento.)

5. **Submission of fake / tampered / fraudulent / false information is a ground for filing a disciplinary action case against the worker that could result in the suspension or disqualification in the overseas employment program in accordance with the POEA rules.** ***(Ang pagbibigay ng peke/ dinoktor na dokumento o imnpormasyon ay batayaan upang kasuhan ng disciplinary action laban sa OFW na maaring magdulot ng suspension o diskwalipaksyon sa pagtatrabaho sa ibang bansa ayon sa POEA rules.)***

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