



PHILIPPINE OVERSEAS LABOR OFFICE
Dubai, United Arab Emirates

POLO Dubai Advisory 14 – 2022: Reiteration of POEA Memorandum Circular No. 02, Series of 2019

POLO Dubai reiterates the following guidance related to documentary requirements when applying for BM-OEC and OWWA Membership:

1. OFWs who do not have existing record at POEA and those who have changed employers/company and/or worksite (country) are **REQUIRED** to have their contracts verified.
*Ang mga workers na walang record sa POEA / unang beses pa lamang magpaparegister sa POEA, pati ang mga nagpalit ng employers/company ay **REQUIRED** mag paverify ng kontrata.*

For those registering for the first time, they may only apply for an OEC in the Philippines.
Sa Pilipinas lang maaring kumuha ng OEC ang mga unang beses pa lang magpapa-register sa POEA.

2. For those who have POEA records but changed employers / company and/or worksite (country), they apply for an OEC at POLO Dubai by setting an appointment.
Kung mayroon nang lumang record at nagpalit lang ng employer / kumpanya / worksite, maaring kumuha ng OEC sa POLO Dubai by appointment.
3. OFWs with existing POEA records and returning to the same employer/company & jobsite but changed names (single to married) do not need contract verification. They only need to present all the requirements for OEC /OWWA membership and their original old and new passports to update their OEC/ OWWA membership at POLO Dubai.

Ang mga OFWs na mayroong POEA record at babalik sa parehas na employer/kumpanya at jobsite na nakasaad sa kanilang huling OEC ngunit nagpalit ng apelido ay hindi kailangan magpa-verify ng kontrata. Kailangan lang nila ng kumpletong requirements para sa OEC/OWWA membership pati na rin ang original na luma (single name) at bagong passport (married name).

4. OFWs with existing POEA records and returning to the same employer/company & jobsite but changed position / salary do not need contract verification. They only need to present all the requirements for OEC/ OWWA membership and proof of promotion (employment certificate / promotion notice).

Ang mga OFWs na mayroong POEA record at babalik sa parehas na employer/kumpanya at jobsite na nakasaad sa kanilang huling OEC ngunit na-promote / nag palit ng position / tumaas ang sahod ay hindi kailangan ng contract verification. Kailangan lang nila ng kumpletong requirements para sa OEC/OWWA membership pati na rin ang dokumento na nagpapatunay ng kanilang promotion / pagpapalit ng position / pagtaas ng sahod.

5. OFWs with existing POEA records and returning to the same company & jobsite but whose company changed/updated name/trade license do not need contract verification. They only need to present all the requirements for OEC/ OWWA membership and copy of the company trade license to update their OEC/ OWWA membership record.

Ang mga OFWs na mayroong POEA record at babalik sa parehas na employer/kumpanya at jobsite na nakasaad sa kanilang huling OEC ngunit nagpalit / nag-update ang pangalan ng kumpanya ay hindi kailangan ng contract verification. Kailangan lang nila ng kumpletong

requirements para sa OEC/OWWA membership pati na rin ang kopya ng trade license ng kumpanya bilang katunayan na ito ay ang parehas na kumpanya pa rin bagama't ang pagpapalit ng pangalan.

	POLO Verified Contract is required	POLO Verified Contract is not required	OWWA Membership at POLO Dubai w/ appointment	BM – OEC at POLO Dubai w/appointment
1. Documented workers who are vacationing to the Philippines for the first time		✓	OWWA membership is valid for 2 years from issuance	✓
2. Documented workers who are returning to the same employer and jobsite (<i>except household service workers</i>) and have an existing POEA record		✓ <i>Except household service workers/domestic workers</i>	May renew their OWWA membership in the Philippines (<i>OWWA Membership renewal is every 2 years</i>)	Qualified to acquire OEC Exemption
3. Documented workers who are returning to the same employer but to a new country	✓		✓	✓
4. Undocumented workers (tourist entry / third-country recruitment / newly hired on site)	✓		✓	OEC may only be issued in the Philippines
5. Workers who changed employers on-site	✓		✓	✓
6. Workers with existing POEA record & working for the same company but changed position / salary		✓	✓	✓
7. Workers with existing POEA record & working for the same company but the company changed/updated business name (must present trade license)		✓	✓	✓
8. Workers with existing POEA record & working for the same company but changed from single to married name (present old and new original passports as proof)		✓	✓	✓