Memorandum Circular No. 32
Series of 1988

TO : All Homeleavers (Balik-Manggagawa) and Private Placement Agencies and Recruitment Entities Endorsing Balik-Manggagawa for processing at the Balik-Manggagawa Processing Division (BMPD)

SUBJECT : Issuance of Overseas Clearance (OEC)

In line with the objective of facilitating the deployment of homeleavers (balik-manggagawa) and ensuring that their travel documents are duly processed by the POEA, an Overseas Employment Clearance (OEC) shall be issued to every balik-manggagawa assisted and processed at the BMPD effective 01 October 1988.

In connection therewith, the issuance of OEC shall be in accordance with the following guidelines:

1. The following documents shall be submitted as requirements for processing:

   For individual balik-manggagawa
   a) passport with visa/NOC/work permit
   b) plane ticket or booking certificate
   c) duly accomplished Travel Exit Pass (TEP)
   d) employment contract/proof of present employment

   For agency-endorsed balik-manggagawa
   a) document previously processed by POEA
   b) passport

2. The TEP shall be collected by BMPD and in its place the OEC shall be issued to all Balik managagagawa

3. The OEC shall consist of three (3) copies and shall be used for the following purposes:

   a) The original copy shall be issued to the balik-manggagawa for presentation to the CID at the NAIA/Clark Air Base upon departure
   b) The second copy shall be endorsed to the PTA
   c) The third copy shall be submitted by the balik-manggagawa at the LAC counter at the NAIA
4. LAC officers stationed at BMPD shall validate the OEC

5. The OEC shall have a validity period of 90 days from the date of issuance.

For the information and guidance of all concerned.

[Signature]

TOMAS D. MALCADOR
Administrator