Memorandum Circular No. 77
Series of 1989

TO : All Overseas Contract Workers and Balik-Mangga-gawa, Private Placement Agencies, Service and Construction Contractors

SUBJECT : POEA Issuance of Overseas Employment Certificate (OEC)

In pursuance of the newly issued Amendment to the Rules and Regulations Implementing the Restructuring of Travel Tax Exemptions jointly developed by the Philippine Overseas Employment Administration/Department of Labor, Department of Tourism and Department of Finance, this Administration shall issue the Overseas Employment Certificate (OEC) to all duly processed overseas contract workers and balik-manggagawa (vacationing workers) effective 02 January 1990.

The OEC shall serve the purposes of an exit pass and a tax exemption certificate. In view thereof, the Travel Exit Pass (TEP) shall be dropped by the POEA. Likewise, the Philippine Tourism Authority (PTA) shall no longer issue the Travel Exemption Certificate (TEC).

The OEC shall be prepared and issued by the Employment Contracts Processing Branch (ECPB) and the Government Placement Branch (GPB) in quadruplicate (4 copies) and shall be the requirement necessary for airline ticketing purposes. Strict monitoring of OEC shall be jointly undertaken by POEA, PTA, DOF and airline companies.

For efficient implementation of the OEC, the following guidelines are hereby promulgated:

1. Documentary Requirements

The documents required for processing at the respective units are the following:

1.1 Landworkers Processing Division /ECPB

a) Contract of Employment/standard employment contract or notice of employment, whichever is applicable.

b) Request for Processing (RFP) or Recruitment
Order (RO) in case of entertainers.
c) OCW Info Sheet
d) Insurance Certificate

1.2 Government Placement Branch

a) Contract of Employment/Standard Employment Contract
b) Visa, NOC, entry permit, work permit or any equivalent document
c) Airline booking certificate
d) Passport
e) Medical examination result from the POEA accredited clinics

1.3 Balik-Manggagawa Processing Division/ECPB

a) Passport
b) Visa, NOC, re-entry permit, work permit or any equivalent document
c) Balik-Manggagawa Info Sheet

2. Issuance of Overseas Employment Certificate (OEC)

The OEC which consists of four (4) copies shall be used as follows:

a) The original copy is given to the overseas contract worker/agent/balik-manggagawa for presentation to the airline.
b) The second copy is submitted by the overseas contract worker/balik-manggagawa to the Labor Assistance Center (LAC) at the airport.
c) The third copy is the overseas contract worker/balik-manggagawa's personal copy.
d) The fourth copy is POEA's file copy.

3. Validity Periods of OEC

The validity periods of OECs shall be 120 days for new hires and 90 days for balik-manggagawa.

4. Checking at the airport

a) All contract workers who are scheduled for departure shall present the second and third copies of the OEC and PDOS certificates to the Labor Assistance Center.
b) All balik-manggagawa shall not be required to present the aforementioned documents to the LAC. They shall, however, be required to drop the second copy of the OEC in a designated drop box in the departure area at the airport.
5. Lost OECs

There shall be no re-issuance in case of loss. Agent/overseas contract worker/balik-manggagawa who lose the OECs shall be charged the full travel tax.

6. OEC Transfer for Ticketing Purposes

In cases of unused tickets, OECs surrendered to the first airline shall be withdrawn in favor of the second airline and the corresponding particulars of ticket cancellation shall be indicated at the back of the OEC.

7. Previously Processed TEPs and TECs

Unexpired TEPs and OECs duly processed by POEA prior to the adoption of the OEC shall be valid for the particular purpose they serve.

For immediate implementation.

TOMAS D. ACNACOSO
Administrator

20 December 1989