

THIS FORM IS NOT FOR SALE

USE BLACK OR BLUE PEN ONLY

DATE: \_\_\_\_\_

DO NOT WRITE ON THIS SPACE  
(For POEA, OWWA, Philhealth, Pag-IBIG Only)

CG No.: \_\_\_\_\_

RFP No.: \_\_\_\_\_

Assessment No.: \_\_\_\_\_

Assessed Amount: \_\_\_\_\_

POEA: \_\_\_\_\_

OWWA: \_\_\_\_\_

PHILHEALTH: \_\_\_\_\_

Pag-IBIG:  P1,200  P900  P600

P300  P100 Others \_\_\_\_\_

TIME RECEIVED	TIME RELEASED
BM EVALUATOR: _____	
BM ASSESSOR/CASHIER: _____	



POEA



OWWA



PHILHEALTH



Pag-IBIG

### BALIK-MANGGAGAWA INFORMATION SHEET

#### PERSONAL DATA

Last Name	First Name	Name Ext. (e.g. Jr./III)	Middle Name
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Passport No: \_\_\_\_\_

Birthdate: \_\_\_\_\_  
DO / MM / YYYY

Gender:  Male  Female

Civil Status:  Single  Widower

Married  Legally Separated / Annulled

Place of Birth: \_\_\_\_\_

Home Address in the Philippines: \_\_\_\_\_

Lot No. Block No. Phase No. House No. Street Name Subdivision

Municipality/City

Province

ZIP Code

TELEPHONE# IN THE PHILS.

SSS No. \_\_\_\_\_ PhilHealth No. \_\_\_\_\_ Pag-IBIG RTN/MID: \_\_\_\_\_

Telephone/Celphone No. (UK): \_\_\_\_\_ Email Address: \_\_\_\_\_

Mother's Full Maiden Name: \_\_\_\_\_

Last Name First Name Middle Name

Name of Spouse (if married): \_\_\_\_\_

Last Name First Name Middle Name

#### CONTRACT PARTICULARS OF OFW

Name of Company/Employer: \_\_\_\_\_

Address/Jobsite: \_\_\_\_\_

Tel. No./Fax No./E-Mail Address: \_\_\_\_\_ Salary / Currency: \_\_\_\_\_

Position of Worker: \_\_\_\_\_ Contract Duration: \_\_\_\_\_

Date of departure from the Philippines: \_\_\_\_\_ Date of arrival to the Philippines: \_\_\_\_\_

FLIGHT NUMBER / TIME: \_\_\_\_\_

FLIGHT # / TIME: \_\_\_\_\_

#### LEGAL BENEFICIARIES / QUALIFIED DEPENDENTS

Children (20 years old and below) - Registered Birth Certificate; Non-Member Spouse - Registered Marriage Certificate; Parents (60 years old and above) - Senior Citizens Card and Registered Birth Certificate of Member (OFW)

Complete Name	Gender (Male/Female)	Relationship of OFW to Dependent/s	Date of Birth
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_____	_____	_____	_____
_____	_____	_____	_____

I hereby certify that the above statements are true and correct and that the above-named dependents have not been declared by my spouse / brother/sister.

Worker's Signature Over Printed Name

#### FOR BM GROUP/AGENCY

Name of Agency: \_\_\_\_\_

Approval of Authorized Agency Representative

Please see back for checklist of requirements, fees to be paid and steps on DEC Processing.

## Balik-Manggagawa Processing of Overseas Employment Certificate

### I. Checklist of Requirements (all original)

1. Passport - Valid at least 6 months from the date of departure
2. Valid Work Visa / Work Permit or Equivalent Document
3. Proof of Employment returning to same employer  
(ie., Employment Contract, Certificate of Employment / Company ID / Pay Slips)

### II. Fees:

POEA Processing Fee	P 100	per E-Receipt / OEC
Pag-IBIG Contribution	P 100	minimum monthly savings which may be paid in advance i.e., P300= 3 months P1,200 = 12 months or upgrade monthly savings to desired amount by checking the appropriate box in the upper right corner of this form
OWWA Membership Contribution	\$ 25 USD	peso equivalent
PHILHEALTH-MEDICARE	P 1,200	one year coverage

### III. Procedures:

#### A. For walk-in Clients:

##### Step 1. Application

- ⇒ Get a BM Form at the Issuance counter at the POEA entrance. A queuing number is indicated in the info sheet fill out the BM information Sheet and proceed to the Balik Manggagawa Service Area and wait for your number to appear on the queuing machine.

##### Step 2. Evaluation

- ⇒ Once your number is displayed on the queuing machine, proceed to the Evaluation Counter and present the documentary requirements for evaluation / approval and encoding.
- ⇒ If documents are in order, the evaluator encodes worker's employment details and gives you instructions to proceed to the Assessment / Cashier Counter. (If documents are deficient, evaluator endorses the BM / WOL to BM Supervisor / Division Chief for further advice on requirements to be complied with).

##### Step 3. Assessment / Payment:

- ⇒ Proceed to the Assessment / Cashier Counter to determine the fees and payment. Wait for the release of your E- Receipt / OEC. The E-Receipt/OEC serves as your travel exit clearance and entitles you to exemption from payment of travel tax, terminal fee and documentary stamps for your remittance transactions.

#### B. By Appointment System:

##### Step 1. Scheduling

- ⇒ Log-in at POEA website [www.poea.gov.ph](http://www.poea.gov.ph) and click the link to BM Appointment System. At the BM appointment System page, choose the Office or Branch where you want to transact and process
- ⇒ OEC/E-Receipt. The system will display the available dates. Click the date of your choice and the available time slot will appear. Click your preferred time slot.
- ⇒ Once date and time have been chosen, the BM Info Sheet will be displayed. Fill out the entries and ensure to declare your information accurately and truthfully. Click SUBMIT and a "BM Information Sheet" in Portable Document Format (PDF) will be displayed. Please print in two (2) copies.

##### Step 2. OEC Processing

- ⇒ Proceed to the selected processing center on your scheduled date and time for the processing of your OEC / E-Receipt. Please bring with you all the documentary requirements, including the printed two (2) copies of your BM Information Sheet.
- ⇒ At the processing center. Proceed to the designated BM OEC Appointment Counters and present the printed BM Information Sheet together with the documentary requirements for evaluation / approval and encoding. If documents are in order, the evaluator encodes worker's employment details and gives instruction to proceed to the Assessment / Payment Counter.
- ⇒ Proceed to the Assessment / Payment Counter to determine the fees and payment. Wait for the release of your E- Receipt / OEC.

*Maraming Salamat Po... Maligayang Paglalakbay...!!!*