Philippine Overseas Labor Office



Philippine Consulate General

Vancouver

Requirements for OEC Issuance (Balik-Manggagawa)

POEA Memorandum Circular No. 02, Series of 2019

Effective 01 May 2019

Category	Description	Requirements for Verification and Authentication of	
		Employment Documents for BM/OEC issuance	
		(2 copies each)	
I	a) Workers registered with the	Valid Philippine Passport	OEC will be issued by
	POEA AND vacationing for the	2. Valid Re-Entry Visa	POLO Vancouver
	first time in the Philippines	3. Valid Work Permit	
	and are returning to the same	4. Employment Contract and Addendum signed by	POLO Verification Fee
	employer and same job site in	the employer/s on all pages (POLO Verified)	(Bank draft or Postal
	British Columbia; Alberta;	5. Valid ID of the employer/s	Money Order)
	Saskatchewan; Yukon;	6. Letter of Guarantee from the Employer	0000 50 11 1 1
	Northwest Territories.	7. Online Appointment at	C\$11.50, payable to the
	b) Workers registered with the	https://onlineservices.poea.gov.ph//OnlineService	Philippine Overseas
	POEA and are renewing an	s/POEAOnline.aspx	Labor Office or POLO
	existing Employment	8. Prepaid return envelope	0505 63
	Contract.		OEC Fee= \$3
II.	Workers registered with the	Valid Philippine Passport	OEC will be issued by
	POEA AND are returning to the	2. Valid Re-Entry Visa	POLO Vancouver
	same employer BUT in a different	3. Valid Work Permit	
	country	4. Employment Contract and Addendum signed by	POLO Verification Fee
	·	the employer/s on all pages (POLO Verified)	(Bank draft or Postal
		5. Valid ID of the employer/s	Money Order)
		6. Letter of Guarantee from the Employer	
		7. Letter of Confirmation from the Employer	C\$11.50, payable to the
		confirming the transfer in the job site	Philippine Overseas
		8. Online Appointment at	Labor Office or POLO
		https://onlineservices.poea.gov.ph//OnlineService	
		s/POEAOnline.aspx	OEC Fee= \$3
		Prepaid return envelope	
III	a) Workers who are not	Valid Philippine Passport	OEC will be issued by
	registered with the POEA	2. Valid Re-Entry VISA	POEA ONLY
	b) Workers who changed	3. Valid Work Permit	
	employers in Canada	4. Employment Contract and Addendum signed by	POLO Verification Fee
	c) Workers who were hired or	the employer/s on all pages (POLO Verified)	(Bank draft or Postal
	recruited from Third	5. Valid ID of the employer/s	Money Order)
	Countries like but not limited	6. Proof of Employment (Certificate of Employment	CC11 50 was all a table
	to Hongkong/ Taiwan /	or Pay stub for the last 3 pay period)	C\$11.50, payable to the
	Dubai/ New Zealand / Greece	7. Letter of Guarantee from the employer	Philippine Overseas
	/ Kuwait / Singapore / Saudi	8. Worker's Sworn Statement on the manner by	Labor Office or POLO
	Arabia and whose	which she/he was hired by the employer (To be executed in the Philippines through the POEA)	OEC Fee = To be paid to
	Employment Contracts were		POEA in the Philippines
	NOT verified by POLO Vancouver	9. Online Appointment at https://onlineservices.poea.gov.ph//OnlineService	Notarization Fee = To be
	vancouver	s/POEAOnline.aspx (choose any POEA Office to	paid to the Notary Public
		issue)	in the Philippines
		10. Prepaid return envelope	in the i imppines
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