



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	<p>a) Workers registered with the POEA AND vacationing for the first time in the Philippines and are returning to the same employer and same job site in British Columbia; Alberta; Saskatchewan; Yukon; Northwest Territories.</p> <p>b) Workers registered with the POEA and are renewing an existing Employment Contract.</p>	<ol style="list-style-type: none"> Valid Philippine Passport Valid Re-Entry Visa Valid Work Permit Employment Contract and <u>Addendum</u> signed by the employer/s on all pages (POLO Verified) Valid ID of the employer/s Letter of Guarantee from the Employer Online Appointment at https://onlineservices.poea.gov.ph//OnlineServices/POEAOnline.aspx Prepaid return envelope 	<p>OEC will be issued by POLO Vancouver</p> <p><u>POLO Verification Fee (Bank draft or Postal Money Order)</u></p> <p>C\$11.50, payable to the Philippine Overseas Labor Office or POLO</p> <p>OEC Fee= \$3</p>
II	Workers registered with the POEA AND are returning to the same employer BUT in a different country	<ol style="list-style-type: none"> Valid Philippine Passport Valid Re-Entry Visa Valid Work Permit Employment Contract and <u>Addendum</u> signed by the employer/s on all pages (POLO Verified) Valid ID of the employer/s Letter of Guarantee from the Employer Letter of Confirmation from the Employer confirming the transfer in the job site Online Appointment at https://onlineservices.poea.gov.ph//OnlineServices/POEAOnline.aspx Prepaid return envelope 	<p>OEC will be issued by POLO Vancouver</p> <p><u>POLO Verification Fee (Bank draft or Postal Money Order)</u></p> <p>C\$11.50, payable to the Philippine Overseas Labor Office or POLO</p> <p>OEC Fee= \$3</p>
III	<p>a) Workers who are not registered with the POEA</p> <p>b) Workers who changed employers in Canada</p> <p>c) Workers who were hired or recruited from Third Countries like but not limited to Hongkong/ Taiwan / Dubai/ New Zealand / Greece / Kuwait / Singapore / Saudi Arabia and whose Employment Contracts were NOT verified by POLO Vancouver</p>	<ol style="list-style-type: none"> Valid Philippine Passport Valid Re-Entry VISA Valid Work Permit Employment Contract and <u>Addendum</u> signed by the employer/s on all pages (POLO Verified) Valid ID of the employer/s Proof of Employment (Certificate of Employment or Pay stub for the last 3 pay period) Letter of Guarantee from the employer Worker's Sworn Statement on the manner by which she/he was hired by the employer (To be executed in the Philippines through the POEA) Online Appointment at https://onlineservices.poea.gov.ph//OnlineServices/POEAOnline.aspx (choose any POEA Office to issue) Prepaid return envelope 	<p>OEC will be issued by POEA ONLY</p> <p><u>POLO Verification Fee (Bank draft or Postal Money Order)</u></p> <p>C\$11.50, payable to the Philippine Overseas Labor Office or POLO</p> <p>OEC Fee = To be paid to POEA in the Philippines Notarization Fee = To be paid to the Notary Public in the Philippines</p>

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