



and



BRING YOU THE

11th MULTI-AGENCY SERVICE MISSION

2-3 NOVEMBER 2019 (Saturday and Sunday)

8:00 A.M. - 5:00 P.M.

Agency	Type of Service	Requirements	Fee
Philippine Embassy	Contract Verification/ Acknowledgement	<ol style="list-style-type: none"> Original and three (3) copies of work contract *** that is <u>valid</u> for at least one (1) year Original and three (3) copies of your <u>valid</u> passport and visa Three (3) copies of the <u>valid</u> Cambodian National ID <u>or</u> passport and visa of the company representative who signed your contract Three (3) copies of the company's <u>valid</u> registration with the Cambodian Ministry of Commerce or other relevant Cambodian government regulatory institution <u>or</u> work permit that indicates name of employer <p>*** Please click here for POEA-prescribed minimum requirements in the contract: http://phnompenhpe.dfa.gov.ph/images/MINIMUM_PROVISIONS_FOR_WORKING_CONTRACT_FOR_DIRECT_HIRES_PER_POEA.pdf</p>	USD 25
	Passport extension	<ol style="list-style-type: none"> Personal appearance Duly accomplished application form Original and photocopy of valid passport Passport Renewal (see below requirements & fee) 	USD 20
	Passport renewal	<ol style="list-style-type: none"> Personal appearance Duly accomplished application form Original and photocopy of passport 	USD 60
	Registration/ Issuance of Embassy I.D. Cards	<ol style="list-style-type: none"> One (1) Copy of Passport and Visa Two (2) passport-sized ID photos 	FREE
	Notarial Services and Civil Registry	Please see the specific requirements for each notarial service by checking the Embassy website: www.phnompenhpe.dfa.gov.ph .	USD 25
	For further information on other services visit the Embassy website: http://phnompenhpe.dfa.gov.ph/consular-services/others		
OWWA	Membership	<ol style="list-style-type: none"> Valid Passport and Visa (original and photocopy) Employment Contract (original and photocopy) 	USD 25
POEA	OEC Issuance	<ol style="list-style-type: none"> Schedule an appointment online at www.bmonline.ph, choosing either 2 or 3 November 2019 (select Asia, then Cambodia). Valid PH passport and visa, (original and photocopy) Employment Contract (original and photocopy) The work contract must be verified/acknowledged by the Philippine Embassy. Please note that Employment Certificate is NOT considered an Employment Contract. <p>***OWWA Membership is required for OEC Applications</p>	USD 2.50

PhilHealth	Membership Registration; and Issuance of Member Data Record (MDR) and PhilHealth ID	<ol style="list-style-type: none"> 1. Duly accomplished form (PhilHealth Member Registration Form) 2. Original valid Passport and one (1) photocopy 	FREE
	Correction/Amendment of Member's information	<ul style="list-style-type: none"> • Data correction for name, birth date, birth place and gender: <ul style="list-style-type: none"> ○ birth certificate <p>Updating/correction of civil status:</p> <ul style="list-style-type: none"> ○ Married – marriage certificate ○ Widowed – spouse's death certificate <ul style="list-style-type: none"> • Correction of dependent's information and additional dependent: <ul style="list-style-type: none"> ○ Legal spouse - copy of Marriage Contract / Certificate ○ Legitimate or illegitimate children (21 below) - copy of the Birth Certificate ○ Stepchild/children - copy of Marriage Contract / Certificate between the natural parent and the stepfather/mother and Birth Certificate/s of the dependent stepchild/children ○ Disabled child/children 21 years old and above - copy of Birth Certificate and Certification from attending physician stating dependent is disabled ○ Adopted child/children (21 below) - Court Decree of Adoption ○ Parents (60 years old and above) - copy of Birth Certificate of member and copy of Birth Certificate/senior citizen ID of parent or certification from attending physician stating dependent is disabled (for below 60) 	FREE
	Receive claim documents for confinement abroad	<ol style="list-style-type: none"> 1. PhilHealth Claim Form 1 (properly accomplished by the member, original) 2. Copy of valid Member Data Record (if available) 3. Official Receipts and Statement of Account (original or photocopy with certified true copy & signature of the member) 4. Medical Certificate from attending physician including final diagnosis, confinement period, and services rendered (original or photocopy with certified true copy & signature of the member) 5. Clinical abstract with complete details on procedure done (if with surgical procedure) (original or photocopy with certified true copy & signature of the member) <p>Note:</p> <ul style="list-style-type: none"> • Documents No. 3-5 mentioned above should be translated in English in case written in foreign language. • Claims must be filed within one hundred eighty (180) calendar days from the date of discharge. 	FREE
SSS	Issuance of SSS Number (for new members)	<ol style="list-style-type: none"> 1. Duly accomplished SS Form OW1 (Overseas Worker Record) which is downloadable at www.sss.gov.ph 2. Original/certified true copy and photocopy of ANY primary document <ul style="list-style-type: none"> ➤ Birth Certificate 	

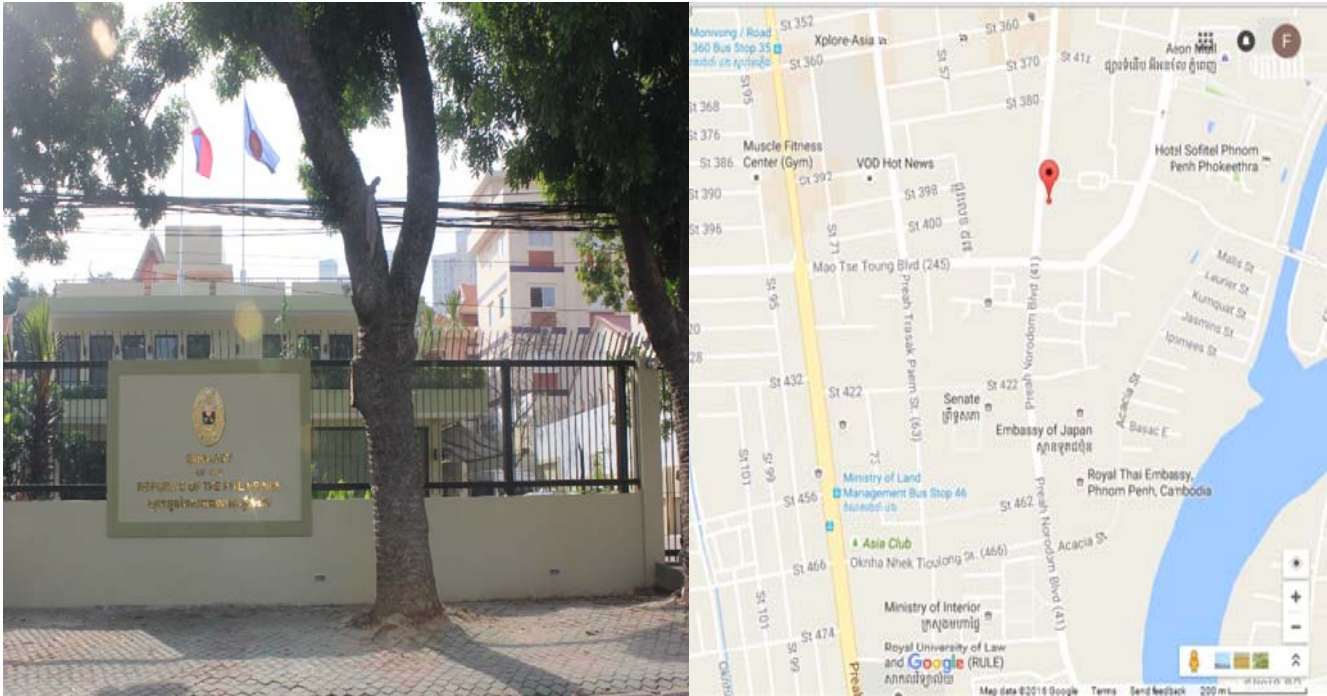
		<ul style="list-style-type: none"> ➤ Baptismal Certificate ➤ Passport <p>Also Marriage Certificate for reported spouse, and Birth/Baptismal Certificate/s for reported child/ren</p>	
	Verification of Records (For existing members) Reactivation as OFW-member	<ol style="list-style-type: none"> 1. SSS number or complete name and date of birth for record verification: <ul style="list-style-type: none"> ➤ Membership data ➤ Contributions ➤ Benefit/loan eligibility ➤ Loan account status, if any 	
	Receipt of enrollment in SSS flexi-fund Program for OFWs	<ol style="list-style-type: none"> 1. SSS Form OW-1 (Overseas Worker Record) and check "Flexi-fund" 2. No supporting document required for existing, reactivated members 	
	Pre-screening and receipt of request for data amendment	<ol style="list-style-type: none"> 1. Duly accomplished SS Form E-4 (Member's Data Amendment) 2. Present SSS Card, or any 2 valid IDs (at least 1 with photo and signature) 3. Original/certified true copy and photocopy of the following documents, as applicable; <ul style="list-style-type: none"> ➤ Birth Certificate (or Baptismal Certificate and Passport) ➤ Joint affidavit of 2 persons attesting to truth of correct name ➤ Marriage Certificate ➤ Death Certificate of deceased spouse/Certificate of Finality of Annulment or Nullity of Declaration of Presumptive Death/Decree of Divorce and Certificate of Naturalization ➤ Certificate of No Marriage ➤ Birth/Baptismal Certificate/s of Child/ren 	
	Assistance in My.SSS Registration	<ol style="list-style-type: none"> 1. All required information, including valid/active e-mail account, to be supplied in My.SSS registration form 	
	Other member assistance services	<ol style="list-style-type: none"> 1. Inquiry on benefit/loan programs and filing of claims/application (e.g. checklist) <ul style="list-style-type: none"> ➤ Regular SSS benefits: Short-term (Sickness and Maternity); ➤ Long-term (Disability, Retirement and Death with Funeral Grant) ➤ Flexi-fund benefits, including Early Withdrawal ➤ Loans: Salary, Housing and Educ-Assist 2. OFW contribution schedule, payment or posting adjustments 3. Information on SS Card or UMID ID Card 4. Information on Annual Confirmation of Pensioners (ACOP) Program 	
Commission on Filipinos Overseas (CFO)	Discussion on CFO's services for overseas Filipinos	<p>Provides short orientation/consultation on programs for returning OFs as well as ways and means to give back to the country and community through LINKAPIL or Lingkod sa Kapwa Pilipino and the BaLinkBayan portal.</p> <p>May also provide referrals to appropriate local government units and other national agencies if interested in business or investment opportunities</p>	FREE

DBP	Opening an EC Card Account and updating of the EC Card Account	<ol style="list-style-type: none"> 1. Duly accomplished EC Card Customer Record Form (to be provided onsite) 2. Original valid Passport and one (1) photocopy 3. Two copies (2) of recent 1" x 1" or passport size photo. <p>Note: The DBP EC Card is a special ATM Savings Account that has the following features:</p> <ul style="list-style-type: none"> • NO initial deposit required to open the account • Minimum of Php500.00 Average Daily Balance to earn interest • NO maintaining balance required • The EC Card is EMV-compliant, can be used for bills payment, POS transactions, and can be enrolled online. The accountholder can also withdraw over-the-counter at any DBP branches nationwide 	FREE
Pag-IBIG Fund (Home Development Mutual Fund)	Registration of new members; Reactivation of Pag-IBIG Membership; Verification / Issuance of Pag-IBIG Numbers; and Issuance of members records	<ol style="list-style-type: none"> 1. Original valid passport and one (1) photocopy 2. Original work permit and one (1) photocopy OR Original Employment Contract and one (1) photocopy 	FREE
	Modified Pag-IBIG II (MP2) Enrollment	<ol style="list-style-type: none"> 1. Original valid passport and one (1) photocopy 2. Original work permit and one (1) photocopy OR Original Employment Contract and one (1) photocopy 	FREE
	Housing Loan Inquiry / Requirements / Availment	<ol style="list-style-type: none"> 1. Original valid passport and one (1) photocopy 2. Original work permit and one (1) photocopy OR Original valid visa and one (1) photocopy 3. Original Employment Contract 	FREE
	Multi-Purpose Loan Program Availment	<ol style="list-style-type: none"> 1. Original valid passport and one (1) photocopy 2. Original work permit and one (1) photocopy OR Original valid visa and one (1) photocopy 3. Original Employment Contract 	FREE

REMINDERS:

- **POEA can only issue OECs to Filipinos who have previously registered with POEA and/or those who changed employers/jobsites.**
- Please **FILL OUT THE FORMS IN ADVANCE** and **PREPARE YOUR REQUIREMENTS** to minimize the processing time.
- For all services, please schedule an **APPOINTMENT ONLINE** at <https://philippineembassyphnompenh.setmore.com/>.
- Forms may be downloaded and printed from the website of the **Philippine Embassy:** www.phnompenhpe.dfa.gov.ph/downloads
DOLE: www.dole.gov.ph
POEA: www.poea.gov.ph / www.bmonline.ph
OWWA: www.owwa.gov.ph

DATE & VENUE:



Saturday and Sunday
2-3 NOVEMBER 2019
8:00 A.M. TO 5:00 P.M.
MULTI-PURPOSE HALL
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
182 PREAH NORODOM BOULEVARD, SANGKAT TONLE
BASSAC, KHAN CHAMKARMON, PHNOM PENH, CAMBODIA
(between Wat Thann and Cambodia Angkor Air)