



and



12th MULTI-AGENCY SERVICE MISSION (MASM)

18-19 JUNE 2022 (Saturday and Sunday)

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

Philippine Embassy in Cambodia

REQUIREMENTS

Agency	Type of Service	Requirements	Fee
Philippine Embassy	Contract Verification/ Acknowledgement	<ol style="list-style-type: none"> 1. Original and three (3) copies of work contract *** that is valid for at least one (1) year 2. Original and three (3) copies of your valid passport and visa 3. Three (3) copies of the valid Cambodian National ID or passport and visa of the company representative who signed your contract 4. Three (3) copies of the company's valid registration with the Cambodian Ministry of Commerce or other relevant Cambodian government regulatory institution or work permit that indicates name of employer <p>*** Please click here for POEA-prescribed minimum requirements in the contract:</p> <p>http://phnompenhpe.dfa.gov.ph/images/MINIMUM_PROVISIONS_FOR_WORKING_CONTRACT_FOR_DIRECT_HIRES_PER_POEA.pdf</p> <p>Except for PWDs, pregnant women, and senior citizens, please book an appointment at phnompenhpe.setmore.com</p>	USD 25
POEA	OEC Issuance	<ol style="list-style-type: none"> 1. Schedule an appointment online at https://onlineservices.dmw.gov.ph/ and <u>select the nearest available date to 18 or 19 June 2022 (choose POLO Singapore as the Processing Site).</u> 2. Valid PH passport and visa (original and photocopy) 3. Employment Contract (original and photocopy) 4. The work contract must be verified/acknowledged by the Philippine Embassy. Please note that an Employment Certificate is NOT considered an Employment Contract. <p>Please see Annex A: POEA</p>	USD 2.50

Agency	Type of Service	Requirements	Fee
SSS	Issuance of SSS Number (for new members)	<ol style="list-style-type: none"> 1. Duly accomplished SS Form OW1 (Overseas Worker Record) which may be downloaded at www.sss.gov.ph 2. Original/certified true copy and photocopy of <u>ANY</u> primary document <ul style="list-style-type: none"> ✎ Birth Certificate ✎ Baptismal Certificate ✎ Passport 3. Also Marriage Certificate for reported spouse, and Birth/Baptismal Certificate/s for reported child/ren 	FREE
	Verification of Records (For existing members) Reactivation as OFW-member	<p>SSS number or complete name and date of birth for record verification:</p> <ul style="list-style-type: none"> • Membership data • Contributions • Benefit/loan eligibility • Loan account status, if any 	FREE
	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 	FREE
	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 which may be downloaded at www.sss.gov.ph) 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 	FREE
	Assistance in My.SSS Registration	All required information, including valid/active email account, to be supplied in My.SSS registration form	FREE
	Other member assistance services	<p>Inquiry on benefit/loan programs and filing of claims/application (e.g. checklist)</p> <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 <ol style="list-style-type: none"> 1. OFW contribution schedule, payment or posting adjustments 2. Information on SS Card or UMID ID Card 3. Information on Annual Confirmation of Pensioners (ACOP) Program 	FREE

Agency	Type of Service	Requirements	Fee
LTO	Application for Duplicate License	<ul style="list-style-type: none"> Duly accomplished Application for Driver's License (ADL) https://lto.gov.ph/lto-forms.html Affidavit of Loss (With Consular affirmation in lieu of notary) Submission of one (1) photocopy and presentation of original valid ID with photo and signature <p>Note: The USD equivalent of the service fees will be provided a few days prior to the event.</p>	Duplicate License: PHP 225.00 Duplicate but due for renewal: PHP 585.00
	Renewal of Driver's License (applicable for those that expired from 18 June 2020 and those which are expiring until 18 June 2023)	<ul style="list-style-type: none"> Medical certificate (in any format/template) issued by any licensed practicing physician in Cambodia stating that the applicant is "physically and mentally fit to operate a motor vehicle." If the medical certificate is in Khmer language, an <u>English translation</u> should be included. You may also click here to download the medical certificate form. Comprehensive Driver's Education (CDE) Certificate acquired through the LTO Portal: portal.lto.gov.ph (Please see Annex B: LTO) Original Driver's License If license is expired for more than two years (not applicable), applicant shall undergo the required examination (written and practical examination) <p>PENALTY IF EXPIRED (in addition to the renewal fee):</p> <ul style="list-style-type: none"> 1 Day to One Year: Php 75.00 1 Year and 1 Day to Two Years: Php 150.00 Expired for more than Two Years: Not applicable for renewal (Requires Theoretical Examination and Practical Driving Test) 	PHP 585.00 (excluding cost of medical certificate)
	Enhancement (those whose licenses are in the old format, meaning the restriction code is in numbers 1,2,3,4,5,6,7,8 to new format A,A1,B,B1,B2,C,D,B E,CE)	Valid Driver's License	PHP 225
	Student Permit	<ul style="list-style-type: none"> Theoretical Driving Course (TDC) certificate PSA-issued birth certificate or valid Passport Medical Certificate 	PHP 250
	Theoretical Driving Course (TDC)	<ul style="list-style-type: none"> PSA-issued birth certificate or valid Passport 2-day seminar on 18-19 June 2022 at the Embassy (details to be announced at a later date) 	FREE
PhilHealth	Membership Registration	<ol style="list-style-type: none"> Duly accomplished form (PhilHealth Membership Registration Form) https://www.philhealth.gov.ph/downloads/ Original valid Passport and one (1) photocopy 	FREE

Agency	Type of Service	Requirements	Fee
PhilHealth	Correction/ Amendment of Member's information	<ol style="list-style-type: none"> 1. Duly accomplished form (PhilHealth Membership Registration Form) 2. Provide the following documents (as applicable): <p><u>Data correction for name, birth date, birth place and gender:</u></p> <ul style="list-style-type: none"> • birth certificate <p><u>Updating/correction of civil status:</u></p> <ul style="list-style-type: none"> • Married – marriage certificate • Married to single – court decision on annulment • Widowed – spouse's death certificate <p><u>Correction of dependent's information and additional dependent:</u></p> <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) 	
	Receive claim documents for confinement abroad	<ol style="list-style-type: none"> 1. PhilHealth Claim Form 1 (properly accomplished by the member, original) https://www.philhealth.gov.ph/downloads/ 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
	Other member assistance services	<ol style="list-style-type: none"> 1. Issuance of Member Data Record (MDR) and PhilHealth ID 2. Attend to individual inquiries 	
PSA	Birth, Marriage, Death Certificates	Please prepare a photocopy of your passport	PHP 155
	CENOMAR and advisory on marriage	Please prepare a photocopy of your passport	PHP 210
	Other services	Attend to individual inquiries on civil registry	FREE

REMINDERS:

- **POEA can only issue OECs to Filipinos who have previously registered with POEA and/or those who only changed employers/job sites.**
- Please **FILL OUT THE FORMS IN ADVANCE** and **PREPARE YOUR REQUIREMENTS** to minimize the processing time.
- Forms may be downloaded and printed from the websites of the following:

Philippine Embassy: www.phnompenhpe.dfa.gov.ph/downloads

POEA: <https://onlineservices.dmw.gov.ph/>

SSS: <https://www.sss.gov.ph/sss/appmanager/viewArticle.jsp?page=downloadableforms>

LTO: <https://lto.gov.ph/lto-forms.html>

Philhealth: <https://www.philhealth.gov.ph/downloads/>