



and



BRING YOU THE

8th MULTI-AGENCY SERVICE MISSION

MULTIPURPOSE HALL, Embassy of the Republic of the Philippine
No. 182, Norodom Blvd. Sangkat Tonle Bassac,
Khan Chamkarmon, Phnom Penh
(between Wat Thann and Cambodia Angkor Air)

Schedule of Activities:

Saturday and Sunday

7-8 APRIL 2018, 8:30 A.M. TO 5:30 P.M.

AGENCY	Type of Service	Requirements	FEE
Philippine Embassy	Contract Verification/ Acknowledgement	<ol style="list-style-type: none"> Original and one (1) photocopy of employment contract Photocopy of national ID of Khmer signatory on contract OR photocopy of passport and visa of non-Khmer signatory on contract (e.g. US, EU, UK Citizen) Original and photocopy of valid passport and visa of Filipino hire Copy of Company Registration from Ministry of Commerce 	USD25
	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) 	USD20
	Passport renewal	<ol style="list-style-type: none"> Personal appearance Duly accomplished application form Original and photocopy of passport 	USD 60
	Registration and 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
	Overseas Voters 'Registration	<ol style="list-style-type: none"> Original valid passport and one photocopy One photocopy of valid visa 	FREE
	Notarial Services	Please see the specific requirements for each notarial service by checking the Embassy website: www.phnompenhpe.dfa.gov.ph	USD25
	For further information on other services, visit the Embassy website: www.phnompenhpe.dfa.gov.ph		
OWWA	Membership	<ol style="list-style-type: none"> Valid Passport and Visa (original and photocopy) Employment Contract (original and photocopy) 	USD25
POEA	OEC Processing	<ol style="list-style-type: none"> Sign up Online at www.bmonline.ph The step-by-step procedure is provided there. Valid PH passport and visa, (original and photocopy) Employment Contract (original and photocopy) For first time applicants, the 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>	USD2.50
PhilHealth	Registration of new members or Amendment of existing members' PhilHealth membership data	PhilHealth Membership Registration Form or PMRF which is downloadable at http://www.philhealth.gov.ph/downloads/membership/pmrf_revised.pdf	FREE

SSS	Issuance of SSS Number (for new members)	<ol style="list-style-type: none"> Duly accomplished SS Form OW1 (Overseas Worker Record) which is downloadable at www.sss.gov.ph Original/certified true copy and photocopy of ANY primary document <ul style="list-style-type: none"> ➤ Birth Certificate ➤ 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"> 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"> SSS Form OW-1 (Overseas Worker Record) and check "Flexi-fund" No supporting document required for existing, reactivated members 	
	Pre-screening and receipt of request for data amendment	<ol style="list-style-type: none"> Duly accomplished SS Form E-4 (Member's Data Amendment) Present SSS Card, or any 2 valid IDs (at least 1 with photo and signature) 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"> 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"> 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 OFW contribution schedule, payment or posting adjustments Information on SS Card or UMID ID Card Information on Annual Confirmation of Pensioners (ACOP) Program 	
PSA/Census	Consultation	<ol style="list-style-type: none"> Verification, help desk services 	none
NBI	NBI Mobile Clearance Processing	<ol style="list-style-type: none"> 1. Register online at https://www.nbi-clearance.com/ (Choose NBI CLEARANCE CENTER as your preferred NBI Branch and take note of your Reference Number) Valid PH passport Personal appearance Old NBI clearance <p>Note: Renewing applicants with 2014 above issued clearance do not have to undergo online registration,</p>	USD5

NOTE:

Please **FILL OUT THE FORMS IN ADVANCE** and **PREPARE YOUR REQUIREMENTS** to minimize the processing time.

Forms may be downloaded and printed from:

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

DOLE: www.dole.gov.ph

POEA: www.poea.gov.ph / www.bmonline.ph

OWWA: www.owwa.gov.ph

SSS: www.sss.gov.ph

For more details regarding the event, you may send messages to the following email addresses:

phnompenhpe@ezecom.com.kh or call **023-222-303** (during office hours)

or text/call/Viber **098-888-529**