



and



BRING YOU THE

## 8<sup>th</sup> 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"> <li>Original and one (1) photocopy of employment contract</li> <li>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)</li> <li>Original and photocopy of valid passport and visa of Filipino hire</li> <li>Copy of Company Registration from Ministry of Commerce</li> </ol>	USD25
	Passport extension	<ol style="list-style-type: none"> <li>Personal appearance</li> <li>Duly accomplished application form</li> <li>Original and photocopy of valid passport</li> <li>Passport Renewal (see below requirements &amp; fee)</li> </ol>	USD20
	Passport renewal	<ol style="list-style-type: none"> <li>Personal appearance</li> <li>Duly accomplished application form</li> <li>Original and photocopy of passport</li> </ol>	USD 60
	Registration and Issuance of Embassy I.D. Cards	<ol style="list-style-type: none"> <li>One (1) Copy of Passport and Visa</li> <li>Two (2) passport-sized ID photos</li> </ol>	FREE
	Overseas Voters 'Registration	<ol style="list-style-type: none"> <li>Original valid passport and one photocopy</li> <li>One photocopy of valid visa</li> </ol>	FREE
	Notarial Services	Please see the specific requirements for each notarial service by checking the Embassy website: <a href="http://www.phnompenhpe.dfa.gov.ph">www.phnompenhpe.dfa.gov.ph</a>	USD25
	For further information on other services, visit the Embassy website: <a href="http://www.phnompenhpe.dfa.gov.ph">www.phnompenhpe.dfa.gov.ph</a>		
OWWA	Membership	<ol style="list-style-type: none"> <li>Valid Passport and Visa (original and photocopy)</li> <li>Employment Contract (original and photocopy)</li> </ol>	USD25
POEA	OEC Processing	<ol style="list-style-type: none"> <li>Sign up Online at <a href="http://www.bmonline.ph">www.bmonline.ph</a> The step-by-step procedure is provided there.</li> <li>Valid PH passport and visa, (original and photocopy)</li> <li>Employment Contract (original and photocopy)</li> <li>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.</li> </ol> <p><b>***OWWA Membership is required for OEC Applications</b></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 <a href="http://www.philhealth.gov.ph/downloads/membership/pmrf_revised.pdf">http://www.philhealth.gov.ph/downloads/membership/pmrf_revised.pdf</a>	FREE

<b>SSS</b>	Issuance of SSS Number (for new members)	<ol style="list-style-type: none"> <li><b>Duly accomplished SS Form OW1</b> (Overseas Worker Record) which is downloadable at <a href="http://www.sss.gov.ph">www.sss.gov.ph</a></li> <li>Original/certified true copy and photocopy of ANY primary document <ul style="list-style-type: none"> <li>➤ <b>Birth Certificate</b></li> <li>➤ <b>Baptismal Certificate</b></li> <li>➤ <b>Passport</b></li> </ul> <p>Also Marriage Certificate for reported spouse, and Birth/Baptismal Certificate/s for reported child/ren</p> </li> </ol>	
	Verification of Records (For existing members) Reactivation as OFW-member	<ol style="list-style-type: none"> <li>SSS number or complete name and date of birth for record verification: <ul style="list-style-type: none"> <li>➤ Membership data</li> <li>➤ Contributions</li> <li>➤ Benefit/loan eligibility</li> <li>➤ Loan account status, if any</li> </ul> </li> </ol>	
	Receipt of enrollment in SSS flexi-fund Program for OFWs	<ol style="list-style-type: none"> <li>SSS Form OW-1 (Overseas Worker Record) and check "Flexi-fund"</li> <li>No supporting document required for existing, reactivated members</li> </ol>	
	Pre-screening and receipt of request for data amendment	<ol style="list-style-type: none"> <li>Duly accomplished <b>SS Form E-4</b> (Member's Data Amendment)</li> <li>Present SSS Card, or any 2 valid IDs (at least 1 with photo and signature)</li> <li>Original/certified true copy and photocopy of the following documents, as applicable; <ul style="list-style-type: none"> <li>➤ Birth Certificate (or Baptismal Certificate and Passport)</li> <li>➤ Joint affidavit of 2 persons attesting to truth of correct name</li> <li>➤ Marriage Certificate</li> <li>➤ Death Certificate of deceased spouse/Certificate of Finality of Annulment or Nullity of Declaration of Presumptive Death/Decree of Divorce and Certificate of Naturalization</li> <li>➤ Certificate of No Marriage</li> <li>➤ Birth/Baptismal Certificate/s of Child/ren</li> </ul> </li> </ol>	
	Assistance in My.SSS Registration	<ol style="list-style-type: none"> <li>All required information, including valid/active e-mail account, to be supplied in <b>My.SSS</b> registration form</li> </ol>	
	Other member assistance services	<ol style="list-style-type: none"> <li>Inquiry on benefit/loan programs and filing of claims/application (e.g. checklist) <ul style="list-style-type: none"> <li>➤ Regular SSS benefits: Short-term (Sickness and Maternity);</li> <li>➤ Long-term (Disability, Retirement and Death with Funeral Grant)</li> <li>➤ Flexi-fund benefits, including Early Withdrawal</li> <li>➤ Loans: Salary, Housing and Educ-Assist</li> </ul> </li> <li>OFW contribution schedule, payment or posting adjustments</li> <li>Information on SS Card or UMID ID Card</li> <li>Information on Annual Confirmation of Pensioners (ACOP) Program</li> </ol>	
<b>PSA/Census</b>	Consultation	<ol style="list-style-type: none"> <li>Verification, help desk services</li> </ol>	none
<b>NBI</b>	NBI Mobile Clearance Processing	<ol style="list-style-type: none"> <li>1. Register online at <a href="https://www.nbi-clearance.com/">https://www.nbi-clearance.com/</a> (Choose NBI CLEARANCE CENTER as your preferred NBI Branch and take note of your Reference Number)</li> <li>Valid PH passport</li> <li>Personal appearance</li> <li>Old NBI clearance</li> </ol> <p><b>Note:</b> 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](http://www.phnompenhpe.dfa.gov.ph)

**DOLE:** [www.dole.gov.ph](http://www.dole.gov.ph)

**POEA:** [www.poea.gov.ph](http://www.poea.gov.ph) / [www.bmonline.ph](http://www.bmonline.ph)

**OWWA:** [www.owwa.gov.ph](http://www.owwa.gov.ph)

**SSS:** [www.sss.gov.ph](http://www.sss.gov.ph)

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

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

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