

A N N O U N C E M E N T

The Embassy of the Republic of the Philippines is pleased to announce that an Overseas Employment Certificate (OEC) / Balik-Manggagawa Mission will be held at the Multi-Purpose Hall of the Embassy on the following dates and times:

20 October 2018 (Saturday) - 8:30 - 12:00 noon
1:30 - 5:30 p.m.

21 October 2018 (Sunday) - 8:30 - 12:00 p.m.
1:30 - 5:30 p.m.

Consular services will likewise be extended on the same period.

The frontline services that will be offered are the following:

- 1) Labor contract verification/acknowledgement/red-ribbon;
- 2) Overseas Employment Certificate (OEC) / *Balik-Manggagawa* Certificate issuance;
- 3) Overseas Workers' Welfare Administration (OWWA) Membership application/renewal; and
- 4) Complete consular services by the Embassy, including passport renewal, extension, notarization, and civil registry documents.

The complete list of requirements, fees and procedures are available on the Embassy's official Facebook page and website. Please ensure that all your requirements are complete to avoid any problems, delays or non-issuance of OEC.

11 October 2018, Phnom Penh



and



**BRING YOU AN
OEC PROCESSING MISSION
and
CONSULAR OUTREACH**

MULTI-PURPOSE 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:

20-21 OCTOBER 2018 (Saturday-Sunday), 8:30 A.M. TO 5:30 P.M.

AGENCY	Type of Service	Requirements	FEE
Philippine Embassy	Contract Verification/ Acknowledgement/ "Red Ribbon"	<ol style="list-style-type: none"> 1. Original and one (1) photocopy of employment contract 2. 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) 3. Original and photocopy of valid passport and visa of Filipino hire 4. Copy of Company Registration from Ministry of Commerce 	USD25
	Passport extension	<ol style="list-style-type: none"> 1. Personal appearance 2. Duly accomplished application form 3. Original and photocopy of valid passport 4. Passport Renewal (see below requirements & fee) 	USD20
	Passport renewal	<ol style="list-style-type: none"> 1. Personal appearance 2. Duly accomplished application form 3. Original and photocopy of passport 	USD 60
	Registration and Issuance of Embassy I.D. Cards	<ol style="list-style-type: none"> 1. One (1) Copy of Passport and Visa 2. Two (2) passport-sized ID photos 	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"> 1. Valid Passport and Visa (original and photocopy) 2. Employment Contract (original and photocopy) verified/Acknowledged/"Red Ribboned" by the Embassy 	USD25
POEA	OEC Processing	<ol style="list-style-type: none"> 1. Sign up Online at www.bmonline.ph The step-by-step procedure is provided there. 2. Valid PH passport and visa (original and photocopy) 3. Employment Contract (original and photocopy) 4. 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. 	USD2.50
***OWWA Membership is required for OEC Applications			

**MINIMUM PROVISIONS FOR WORKING CONTRACT FOR
DIRECT HIRES PER POEA**

- Complete name and address of the employer/company;
- Position and jobsite of Overseas Filipino Worker;
- Basic monthly salary including benefits and allowances and mode of payment; coverage
- Food and accommodation;
- Commencement and duration of contract;
- Free transportation from and back to the point of hire;
- Regular work hours and day off;
- Overtime pay for services rendered beyond the regular working hours; rest day or holidays;
- Vacation leave, sick leave for every year of service;
- Life and accident insurance coverage;
- Free emergency medical and dental treatment;
- Just/valid/authorized causes for termination of the contract or of the services of the workers, taking into consideration the customs, traditions, norms, mores, practices, company policies and the labor law and social legislations of the host country
- Settlement of disputes;
- Repatriation of worker in case of imminent danger due to war, calamity, and other dangerous circumstances, at the expense of the employer; and
- In case of worker's death, repatriation of Overseas Filipino Workers human remains and personal belongings, at the expense of the employer.

*****The contract must have a duration of at least one (1) year*****

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

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

phnompenh.pe@dfa.gov.ph or phnompenhpe@ezecom.com.kh or call **023-222-303** (during office hours) or text/call/Viber **098-888-529**



OEC Step-by-Step

Step 1- Make sure that you have the following:

- 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.



BMOnline.ph

BALIK-MANGGAGAWA
ONLINE PROCESSING SYSTEM

Step 2 - Proceed to BM Online Station and print an OEC appointment certificate. If you have done this before coming to the Embassy, proceed to Step 3



Step 3- Go to the Embassy Station to have your labor contract acknowledged or "red-ribboned". Pay \$25.



OWWA

Step 4 - Go to OWWA station and apply for OWWA membership by presenting your "red-ribboned" contract and pay \$25.

If you are already an OWWA member, please proceed to **Step 5**



POEA

Step 5 - Go to the OEC Station, present your "red-ribboned" contract, show your OWWA receipt, and pay \$2.50