

## GUIDELINES FOR FILIPINOS WORKING IN THE UK, IRELAND, FALKLAND ISLANDS, JERSEY, GUERNSEY, GIBRALTAR

*(based on POEA Memorandum Circular No. 2, series of 2019)*

- I. Overseas Filipino Workers who are holding a valid work visa are required to secure an Overseas Employment Certificate (OEC) or OEC exemption (as applicable) when going on holiday vacation/ emergency leave to the Philippines.
  
- II. There are three classifications of workers who are required to secure an OEC, namely:
  - A. **Returning documented OFWs.** These are the workers who have existing record with the POEA who are vacationing to the Philippines and are returning to the same employer and jobsite to continue/renew an existing employment contract. They can secure an OEC from any POEA office or from the POLO.
  - B. **Workers not previously registered with the Philippine Overseas Employment Administration (POEA).** These are the workers with no existing record of deployment with the POEA. They need to have their employment contract verified by the POLO before they could secure an OEC.
  - C. **Workers who changed employment on-site.** These are the workers who transferred or entered into a new employment contract from one employer to another. They need to have their employment contract verified by the POLO before they could secure an OEC.
  
- III. To secure an OEC, workers are required to set an appointment through the BM Online Processing at [www.bmonline.ph](http://www.bmonline.ph) at their preferred date and time in any of the POEA offices in the Philippines or at the POLO which has jurisdiction over their jobsite.
  
- IV. The following are the required documents for the issuance of OEC (Please refer to checklist #12 for the detailed list):

Requirements	A. Returning documented OFWs.		B. Workers not previously registered with the POEA. (two copies of the following)	C. Workers who changed employment on-site (two copies of the following)
	A.1 For returning documented professional/skilled workers	A. 2 For returning domestic workers, overseas performing artists, masseurs/ masseuses, cleaners, construction workers (two copies of the following)		
Passport valid for at least 6 months from the date of intended departure from the Philippines;	✓	✓	✓	✓
Valid and appropriate visa and work permit;	✓	✓	✓	✓
Any proof of existing employment that worker is returning to the same employer such as current employment certificate, valid company ID, or recent pay slip.	✓	✓	✓	✓
Employment contract with the terms and conditions prescribed by	-	✓	✓	✓

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the POEA under Part V, Rule I, Section 135 of the 2016 Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers and the POEA Standard Employment Contract.				
Affidavit of the worker providing explanation on how he/she was hired by the current employer (form #24)	-	✓	✓	✓
Letter from employer attesting to the transfer of jobsite of the worker (if not already included in the employment contract)	-	-	-	✓
Accomplished OWWA form (form #18) (if membership has already expired or not yet a member)	✓	✓	✓	✓

V. Please also note the OEC will only be valid for a period of 60 days from the date of issuance. Hence, make sure that the OEC validity will be able to cover the date of departure from the Philippines when going back to the jobsite.

VI. On succeeding vacations to the Philippines, the worker may secure an OEC exemption through the BMONLINE system if he/she was returning to the same employer previously registered with the POEA/POLO. Otherwise, he/she will need to register his/her new employment contract to POLO (go back to nos. II, III and IV).

If you have questions, you may contact POLO-London via [polo\\_london13@yahoo.co.uk](mailto:polo_london13@yahoo.co.uk) and [polo\\_london@philemb.co.uk](mailto:polo_london@philemb.co.uk) and telephone numbers +44-207-451-1832, +44-207-451-1833, +44-207-839-8039, or +44-207-839-8078.

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