

GUIDELINES FOR ALL EMPLOYEES ON VACATION, EMERGENCY OR PERSONAL LEAVE

1. **AT JOBSITE PRIOR TO YOUR TRAVEL TO MANILA** - Upon receipt of your passport and air ticket for your travel, check and verify validity of your re-entry visa and ensure possession of a confirmed return flight (Manila to work site) prior to your departure from the job site. This is to ensure that all documentations are valid in order to avoid problems in your return travel to your job site.
2. Register at **bmonline.ph** or secure OEC or OEC Exemption within the first week of your return. For first-time registrants, you may need to set an appointment at the POEA or at any of its satellite offices to secure OEC.

For returnees who have previously secured OEC online, update your personal, employment and travel details each time you arrive in the Philippines. Print or save a soft copy of your OEC Exemption to be presented at the airport.

- A.** For returnees who have set an appointment at the POEA, the following documents and corresponding authorized fees are required for OEC processing:
- Passport valid for more than six (6) months prior next departure, and valid re-entry visa**
 - Online appointment sheet**
 - Any proof of your current employment: valid contract, company ID, residence permit/ID, payslip**
 - OWWA Welfare Fund Contribution if due for renewal**
(Note: coverage is valid for the contract duration or maximum of 2 years)
 - POEA-Approved Fees to be paid at the POEA:**
 1. Php 100 - OEC Processing Fee
 2. Php 1,304.25* - OWWA Welfare Fund Contribution for 2 Years (*equivalent of \$25.00 based on prevailing conversion rate)

All OFWs are required to update their membership with Philhealth and PagIBIG.

- B. Passport Renewal** - Employees with passports expiring within 6 months from departure date can download the application form from the DFA website www.dfa.gov.ph and secure prior appointment online. On appointed date, employee must personally present to the DFA printed confirmation of appointment and all passport renewal requirements:
- Current Passport (plus photocopy of identification page, latest arrival and last departure stamp).
 - Passport fees: Php 950 (regular processing – 20 working days); Php1200 (expedited processing – 10 working days)
- C.** Reduced Travel Tax Certificate (RTTC) Processing - Dependents of employees on Family Status may be assisted upon submission of requirements:
- Original or certified true copy of Marriage Contract**
 - Original or certified true copy of Birth Certificate of each child age 2 to 20 years**
 - Passport plus photocopy of identification pages** (If passport expires in 6 months from departure date, it must be renewed prior to submission)
 - Airline Ticket**
 - Travel Tax Payment** - Php 300 (reduced travel tax) for spouse and children age 2 to 20 years; Php 1,620 (full tax) for children age 21 years and up; 0 fee for children below 2 years upon submission of same documentary requirements

Note: DSWD Clearance is required for un-accompanied minors, but is waived for minors holding residence visas.

3. **ON RETURN TRAVEL DATE** - Plan to arrive at the airport 4 hours before departure time. Proceed to:
 - A. Labor Assistance Center** - for verification of travel documents
 - B. Security Baggage Check** - have your accompanied luggage checked or x-rayed
 - C. Visa Verification Counter** - present passport with visa or residence permit/ID for verification
 - D. Airline Check-In Counter** - present passport and ticket. Secure Embarkation Card and Boarding Pass
 - E. OFW Terminal Fee Counter** – present passport and e-OEC
 - F. Immigration** - present passport and completed Embarkation Card
 - G. Departure Lounge for Boarding** - have hand-carried luggage checked before entering departure lounge

4. REMINDERS

- A.** Make sure you do not carry items prohibited by the airline, as well as those prohibited in your destination.
- B.** In case of any changes on your original return flight/schedule, please coordinate immediately with IPAMS for appropriate action.
- C.** Employees are encouraged to provide updates with IPAMS regarding any or all of the following:
 - Worksite (if assigned or transferred to other sites/company affiliates or brand offices)
 - OWWA Welfare Fund coverage
 - Marital status and change of name (if applicable)
 - Address
 - Contact details

IPAMS EMPLOYEE RELATIONS (ER)

M-F 8:00-11:30AM, 1:00-5:00PM
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 Between Hemady & Balete Drive)
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