

GUIDELINES TO ALL RETURNEES
(For Employees on Vacation, Emergency or Personal Leave)

*Please report to **IPAMS** immediately. Save on time, cost and efforts... Let **IPAMS** do the work for you!*

A. AT JOBSITE PRIOR TO DEPARTURE / 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 and in order to avoid any problem in your return travel to the job site.

B. UPON ARRIVAL IN MANILA, PHILIPPINES

Employees must report to IPAMS immediately (preferably upon arrival, or not later than one week after) for processing of return travel documents and reconfirmation of return flight.

Overseas Employment Certificates (OECs) are processed and issued in-house by IPAMS. Employees who would like to be issued their OECs on the day they report to IPAMS, or who are on limited vacation time, may request immediate issuance of OEC.

Employees proceeding directly to their respective province, or for some reason are unable to report personally to IPAMS, must inform IPAMS Employee Relations Dept if they have personally processed their travel exit document(OEC) and provide updates on their Welfarefund and Philhealth coverage, and of any change in their address or contact details. Notice must indicate employee's full name, employee number, area of assignment, and vacation or leave period.

1. The following documents must be provided to IPAMS with the corresponding authorized fees for OEC processing:

- Passport plus photocopy of passport identification page, latest arrival stamp, and valid re-entry visa
- Copy of airline Ticket (Manila to work site,) for flight re-confirmation
- Employee's Processing Record (form attached)
- OFW Info Sheet (attached form to be accomplished in duplicate, typed or printed legibly using black ink)
- Philhealth Medicare coverage (valid for one year from last payment)
- OWWA Welfare Fund coverage (valid for two years from last payment)
- Proof of Pag-Ibig (www.pagibigfund.gov.ph) membership** (at least six months advance contribution)
- Vacation or Emergency Leave Certification (photocopy). Employees on emergency leave must report immediately, or not later than three (3) days from arrival date.
- POEA/OWWA Processing Fees (please prepare exact amount):
 - a. Pesos 100 - OEC Processing Fee
 - b. Pesos 900 - PhilHealth Medicare Premium for One Year
 - c. Pesos 1,116* - OWWA Welfare Fund Contribution for 2 Years (*variable; based on prevailing conversion rate of USD25.00)

2. E-Passports are now being issued by the DFA. Employees with passports expiring within six (6) months from departure date may download application form and must secure prior appointment on-line (www.dfa.gov.ph). On appointed date, employee must present 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 950.00 (regular processing - 20 working days); Php 1,200.00 (expedite processing - 10 working days)

Notes: a. Photos are captured on the DFA system on the appointed date of application.

b. If available appointment schedule falls beyond your leave period, provide proof that you are a returning OFW (contract, OEC, airline ticket) and request for earlier appointment schedule. Notify IPAMS and request for immediate issuance of OEC.

3. For dependents of employees on family status:

- Original or certified true copy of employee's most recent OEC
- Original or Certified True Copy, plus one copy of Marriage Contract
- Original or Certified True Copy, plus one copy of Birth Certificate of each child aged 2 to 20
- Passport plus photocopy of identification pages (passports expiring within six months from departure date must be renewed prior submission)
- Airline Ticket (Original & Photocopy)
- Travel Tax Payment
 - Pesos 500.00 (reduced travel tax) – spouse and children aged 2 to 20 years
 - Pesos 200.00 (Travel Tax Exemption Certificate) – for children below 2 years old
 - Pesos 1,620.00 (full tax) – for children aged 21 years and above
- DSWD Clearance is required for un-accompanied minors, but is waived for minors holding residence visas.

C. ON RETURN TRAVEL DATE

Plan to arrive at the airport four (4) hours before departure time... Proceed to:

1. **Airport Security Baggage Check** - have your accompanied luggage checked or x-rayed
2. **Visa Verification Counter** - present Passport with visa for verification
3. **Airline Check-In Counter** - present airline copy of OEC, passport, and ticket. Secure Embarkation Card and Boarding Pass
4. **OFW Terminal Fee Counter** - present Airport copy of OEC
5. **Immigration** - present passport and completed Embarkation Card
6. **Departure Lounge For Boarding** - have hand-carried luggage checked before entering departure lounge

D. REMINDERS

1. Make sure you do not carry items prohibited by the airlines, as well as those prohibited in your destination.
2. In case of any change on your original return flight/schedule, please report and coordinate immediately with IPAMS for appropriate action.
3. For employees who are unable to bring or provide the needed requirements, please check with our Employee Relations Department for assistance. Processing of Returnees are scheduled during the following hours:
Monday to Friday: 8:00 – 11:30 AM; 1:00 – 5:00 PM

IPAMS – EMPLOYEE RELATIONS DEPARTMENT

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----- HAVE A GREAT VACATION AND A SAFE RETURN JOURNEY TO YOUR JOBSITE! -----