



MEMORANDUM CIRCULAR NO. 06  
Series of 2016

Pursuant to Governing Board Resolution No. 12, Series of 2016 and in line with the thrust of the Administration to streamline the processing of documents of Overseas Filipino Workers (OFWs) and to address the clamor of Balik-Manggagawa (BM) workers to further enhance the online system of processing of their exit clearance prior to their return to their employer, the Administration hereby exempts certain categories of BM workers from securing Overseas Employment Certificate (OEC) and paying any POEA processing fee, subject to the following guidelines:

**I. Coverage**

BM workers who meet the following conditions may be exempted from securing OEC on a pilot basis:

1. BM workers who are returning to the same employer and jobsite
2. BM workers who have existing record/s in the POEA database

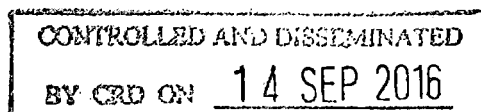
BM workers hired through the Government Placement Branch are also exempted if they fall under the above categories.

**II. Mechanics of Implementation**

The BM worker shall register online using the BM Online Processing System prior to the scheduled date of return to employer. The worker has to update his/her personal and employment particulars as may be applicable. These records shall be electronically transmitted to the Bureau of Immigration (BI) to serve as reference of the Immigration Officer in validating the exemption of the BM worker at the time of his/her departure.

The registration is free of charge and there is no need for an OEC if the worker is qualified for exemption.

BM workers who are not exempted from the OEC requirement shall be redirected to the BM Appointment page to avail themselves of the Appointment Service for regular processing of their OECs on their preferred date and time in any of the POEA processing sites within the country and at the Philippine Overseas Labor Offices (POLOs) abroad. BM workers who will be redirected to the Appointment Page may fall under any of the following categories:

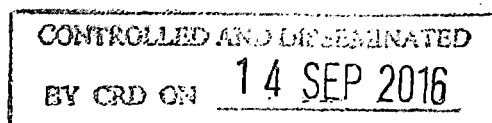


1. BM workers returning to different employer and/or jobsite;
2. Watchlisted workers and/or OFWs with watchlisted employers;
3. OFWs returning to restricted or non-compliant country;
4. Workers without POEA records/No Record Found/Discrepancy in any record;
5. Undocumented workers (i.e., Tourist to OFW, Dependent to OFW, Student to OFW, etc.);
6. Seabased workers who changed position to Landbased Workers.

BM workers are reminded to register in the BM Online Processing System before proceeding to the airport to avoid inconveniences. Those who go directly to the BI counter without appropriate registration will be referred by the Immigration Officer to the POEA Labor Assistance Center (LAC) for evaluation to determine if the worker may be cleared for departure or be subjected to further assessment and completion of documents and procedures.

### III. Procedure

1. BM workers shall **LOG IN** to the BM Online Processing System thru the direct link <http://bmonline.ph/> or go to POEA official webpage [www.poea.gov.ph](http://www.poea.gov.ph) and click the **BMOnline** icon.
2. For **New Users**, register in the system using personal email account and click the **Sign Me Up** button. Open email account to click the confirmation link.
3. Once registered, log-in as **Already Registered**. Enter last issued OEC number. If no record found, set an Online Appointment.
4. If record is found, update Personal Data, Contract Particulars, and Beneficiaries, as needed.
5. Click **Acquire OEC or Exemption** for online assessment. Enter flight date and confirm if returning to the same employer and jobsite.
6. If returning to the same employer and jobsite, the system will display a confirmation message indicating that worker is exempted from securing the OEC and payment of processing fee.
7. On the day of departure, the worker shall observe the following:
  - a. Proceed directly to the Airline counter at the airport for check-in;
  - b. Proceed to Immigration counter to present Passport valid at least 6 months from date of departure, Valid work visa/work permit indicating employer and jobsite.



- c. In case work visa does not indicate the name of employer, **workers hired by companies** may present any of the following proof of employment stating the name of employer; valid employment contract, current employment certificate, valid employment ID, recent payslip. **For domestic workers**, valid POLO Verified Employment Contract may be presented.

#### IV. Travel Tax And Terminal Fee Exemption

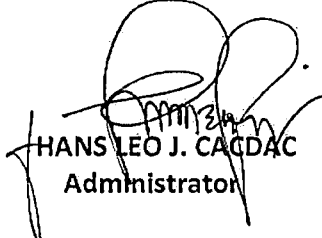
The BM worker may present to the airline counter for Travel Tax Exemption and to MIAA counter for Terminal Fee Exemption, any of the following as proof of overseas employment:

- a. Valid Work Visa/Work Permit;
- b. Valid Employment Contract;
- c. Current Employment Certificate;
- d. Valid Company ID;
- e. Recent Pay Slip

BM worker is advised to present to the MIAA counter the Airline ticket invoice with code "LI International" for terminal fee exemption.

#### V. Effectivity Clause

This Circular will take effect on 15 September 2016.

  
HANS LEO J. CAGDAC  
Administrator

9 September 2016

