

EMBASSY OF THE PHILIPPINES
Philippine Overseas Labor Office (POLO) Singapore
BALIK MANGGAWA

OWWA MEMBERSHIP/ CONTRACT VERIFICATION/ OEC APPLICATION PROCESS FLOW

COUNTER DESIGNATION		ADMINISTRATIVE COST	REMARKS
RECEPTION AREA	Present OEC Appointment and get a queue number .		
WAITING AREA	Remain seated and wait for your queue number to be called .		
WINDOW 1A & 1B	Present OFW Information Sheet for validation of OWWA Membership and OEC Application . Pay OWWA Membership Fee if membership is expired Return to waiting area	OWWA FEE S\$ 36.00	CASH PAYMENT ONLY
WAITING AREA	Wait for your name to be called If you are processing for contract verification/ authentication , your name will be called at Window 2A or 2B . If you are already have a verified/ authenticated contract , your name will be called at Window 4 .		
WINDOW 2A & 2B	Present employment contract with supporting documents for verification . Pay Verification Fee . After payment, proceed to Window 6 to pay Authentication Fee.	VERIFICATION FEE S\$17	CASH PAYMENT ONLY
CASHIER / WINDOW 6	Pay Authentication Fee . After payment, proceed to Window 4 .	AUTHENTICATION FEE S\$42.50	CASH PAYMENT ONLY
WINDOW 4	Present employment contract, supporting documents and Official Receipt of payment of Authentication . Pay OEC Fee . After payment, proceed to Window 5 for Pag-IBIG inquiries , if any, or leave Embassy . Return to the Embassy on the date of collection of verified and authenticated contract .	OEC FEE S\$3.00	CASH PAYMENT ONLY
WINDOW 5	Inquire/update Pag-IBIG membership .		

LIST OF REQUIREMENTS

Authenticated Employment Contract & OWWA Membership	Authenticated Employment Contract, OWWA Membership & OEC Application
1. One (1) Original & one (1) Copy of Standard Employment Contract (ALL pages of the contract should be signed) <input type="checkbox"/>	1. One (1) Original & one (1) Copy of Standard Employment Contract (ALL pages of the contract should be signed) <input type="checkbox"/>
2. One (1) Original & one (1) Copy of Undertaking of the Employer <input type="checkbox"/>	2. One (1) Original & one (1) Copy of Undertaking of the Employer <input type="checkbox"/>
3. Three (3) copies of Work permit <input type="checkbox"/>	3. Four (4) copies of Work permit <input type="checkbox"/>
4. Three (3) copies of Worker's Passport <input type="checkbox"/>	4. Four (4) copies of Worker's Passport <input type="checkbox"/>
5. Three (3) copies of any valid Identification Card (IC) of the Employer <input type="checkbox"/>	5. Four (4) copies of any valid Identification Card (IC) of the Employer <input type="checkbox"/>
6. Two (2) copies of the Letter of Guarantee for the Seven Thousand Singapore Dollars (SGD 7000.00) Philippine Embassy Bond (from any reputable Insurance Company valid for two (2) years from the date of application at the Philippine Embassy) <input type="checkbox"/>	6. Two (2) copies of the Letter of Guarantee for the Seven Thousand Singapore Dollars (SGD 7000.00) Philippine Embassy Bond (from any reputable Insurance Company valid for two (2) years from the date of application at the Philippine Embassy) <input type="checkbox"/>
7. OWWA Membership Form <input type="checkbox"/>	7. OWWA Membership Form <input type="checkbox"/>
	8. OEC Appointment Sheet <input type="checkbox"/>
OEC Appointment with <u>VALID</u> Authenticated Employment Contract & OWWA Membership	OWWA Membership
1. One (1) OEC Appointment Sheet <input type="checkbox"/>	1. OWWA Information Sheet <input type="checkbox"/>
2. One (1) copy of Work permit <input type="checkbox"/>	2. One (1) copy of Work permit <input type="checkbox"/>
3. One (1) copy of Worker's Passport <input type="checkbox"/>	3. One (1) copy of Worker's Passport <input type="checkbox"/>
4. OWWA Receipt <input type="checkbox"/>	4a. <u>Domestic Worker</u> : Any valid Identification Card (IC) of the Employer <input type="checkbox"/>
5. Authenticated Embassy Contract <input type="checkbox"/>	4b. <u>Skilled Worker</u> : Company's Registration Number (ACRA, UEN, ROC, RCP, CSN, etc...) <input type="checkbox"/>
6. Any proof of previously issued OEC (if possible) <input type="checkbox"/>	