



**Vancouver**

**Requirements for OEC Issuance (Balik-Manggagawa)**

[POEA Memorandum Circular No. 02, Series of 2019](#)

Valid for 60 days upon issuance

**Effective 01 May 2019**

<b>Category</b>	<b>Description</b>	<b>Requirements for Verification and Authentication of Employment Documents for BM/OEC issuance (2 copies each)</b>	
<b>I</b>	a) Workers registered with the POEA AND vacationing for the first time in the Philippines and are returning to the same employer and same job site in British Columbia; Alberta; Saskatchewan; Yukon; Northwest Territories. b) Workers registered with the POEA and are renewing an existing Employment Contract.	1. Valid Philippine Passport 2. Valid Re-Entry Visa 3. Valid Work Permit 4. Employment Contract and <u>Addendum</u> signed by the employer/s on all pages (POLO Verified) 5. Valid ID of the employer/s 6. Letter of Guarantee from the Employer 7. Online Appointment at <u><a href="http://www.bmonline.ph">www.bmonline.ph</a></u> 8. Prepaid return envelope (if submitting by mail)	<p><b>OEC will be issued by POLO Vancouver</b></p> <p><b><u>Fees (Bank draft or Postal Money Order)</u></b>                      POLO Verification Fee = \$11.50</p> <p>OEC Fee= \$3</p>
<b>II</b>	Workers registered with the POEA AND are returning to the same employer BUT in a different country	1. Valid Philippine Passport 2. Valid Re-Entry Visa 3. Valid Work Permit 4. Employment Contract and <u>Addendum</u> signed by the employer/s on all pages 5. Valid ID of the employer/s 6. Letter of Guarantee from the Employer 7. Letter of Confirmation from the Employer confirming the transfer in the job site 8. Online Appointment at <u><a href="http://www.bmonline.ph">www.bmonline.ph</a></u> 9. Prepaid return envelope (if submitting by mail)	<p><b>OEC will be issued by POLO Vancouver</b></p> <p><b><u>Fees (Bank draft or Postal Money Order)</u></b>                      POLO Verification Fee = \$ 11.50</p> <p>OEC Fee= \$3</p>
<b>III</b>	a) Workers who are not registered with the POEA b) Workers who changed employers in Canada c) Workers who were hired or recruited from Third Countries like but not limited to Hongkong/ Taiwan / Dubai/ New Zealand / Greece / Kuwait / Singapore / Saudi Arabia and whose Employment Contracts were NOT verified by POLO Vancouver	1. Valid Philippine Passport 2. Valid Re-Entry VISA 3. Valid Work Permit 4. Employment Contract and <u>Addendum</u> signed by the employer/s on all pages 5. Valid ID of the employer/s 6. Proof of Employment (Certificate of Employment or Pay stub for the last 3 pay periods) 7. Letter of Guarantee from the employer 8. Worker’s Sworn Statement on the manner by which she/he was hired by the employer (To be executed in the Philippines through the POEA) 9. Online Appointment at <u><a href="http://www.bmonline.ph">www.bmonline.ph</a></u> (choose any POEA Office to issue) 10. Prepaid return envelope (if submitting by mail).	<p><b>OEC will be issued by POEA ONLY</b></p> <p><b><u>Fees (Bank draft or Postal Money Order)</u></b>                      POLO Verification Fee = \$ 11.50</p> <p>OEC Fee = To be paid to POEA in the Philippines                      Notarization Fee = To be paid to the Notary Public in he Philippines</p>