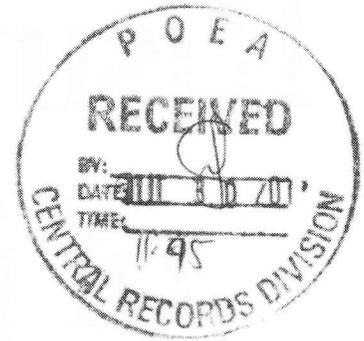




**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
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Hotlines: 722-1144, 722-1155

MEMORANDUM CIRCULAR NO. 07
Series of 2012



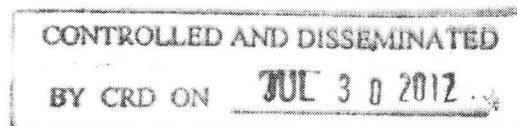
To : ALL CONCERNED

Subject: Pilot Test / Issuance of *Balik-Manggagawa* (BM) Multiple Travel Exit Clearance

Pursuant to POEA Memorandum Circular No. 12, series of 2005 and POEA Advisory No. 04, series of 2008, on the issuance of multiple travel exit clearance (MTEC) for vacationing or retuning workers in accordance with the thrust of the Administration to improve its services to overseas Filipino workers (OFWs), and to further streamline the issuance of MTEC, the following guidelines shall govern the issuance of multiple travel exit travel exit clearance to vacationing workers / balik-manggagawa (BM) returning home on official leave or for other various reasons:

1. Coverage is limited to the following categories of vacationing workers / balik-manggagawa:
 - a. Workers who finished their contract and are rehired and are returning to the same employer under renewed contract.
 - b. Workers under renewed contract and are on emergency leave, or on official business for their employers, or for other various reasons requiring their stay in the country.
 - c. Workers returning to the same employer under renewed contract, with changed jobsite.
2. Form of travel exit document to be issued / validity.

Vacationing workers / balik-manggagawa shall be issued Overseas Employment Certificates (OEC) / e-Receipt which serve as the travel exit clearance with validity period co-terminus with the validity of their employment contracts, but which shall not exceed 2 years. The worker shall have the option to secure a maximum of two (2) travel exit clearance during the validity of his/her existing contract depending on the conditions of the contract allowing him/her frequent vacations.



BM multiple travel exit clearance issued to workers shall be valid only where a vacationing worker is returning to the same employer whose name and jobsite are indicated in the travel exit clearance and in the visa details.

3. Cost of BM multiple travel exit clearance.

P100 / per exit clearance.

4. Safekeeping and custody of BM multiple travel exit clearance.

Workers shall be held responsible in the safekeeping and custody of BM multiple travel exit clearance issued to them. BM multiple travel exit clearance are non-transferable. Lost travel exit clearance shall not be replaced and must immediately be reported to the POEA or to the nearest POLO if the worker is at the jobsite. Expired and unused BM multiple travel exit clearance are non-refundable.

BM multiple travel exit clearance must be secured and must be readily available for presentation when applying for travel tax and terminal fee exemption, and during LAC and BI clearance prior to departure. Tampered BM travel exit clearance shall be a ground for denial of exit clearance.

5. Multiple travel exit clearance processing centers.

BM multiple travel exit clearance shall be issued on a pilot test at the POEA main office at BFO Bldg., EDSA-Ortigas Avenue, Mandaluyong City, and at POEA Regional Centers / Extension Units for *Balik-manggagawa* workers bound for Hongkong, Brunei and Cambodia.

Requirements.

- a. Passport valid at least 6 months from date of departure
- b. Valid re-entry visa / work permit bearing the name of same employer
- c. Valid employment contract or offer of employment, or proof of employment with same employer, such as valid company ID, pay slip, or other equivalent documents establishing the identity of the employer and duration of the contract.

6. Restrictions.

As a general policy, POEA travel exit clearance is issued to workers upon compliance with applicable rules and regulations, and provided that:



- a. Original copy of new contract shall be submitted if worker is returning to the same employer with changed jobsite;
- b. Unused multiple exit clearance shall be surrendered to the POEA, or POLO;
- c. Worker or employer is not in the POEA watchlist; and
- d. No deployment ban is imposed on country of destination.

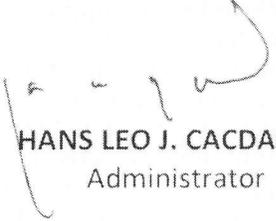
Expired OECs, surrendered unused and lost OECs, and OECs reported lost shall be automatically cancelled by the POEA.

8. Punitive Sanctions.

Securing and use of multiple exit clearance under misrepresentations and other deceptive circumstances shall be a ground for disqualification from participation in the overseas employment program:

- 1st offense: 2 years disqualification
- 2nd offense: 5 years disqualification
- 3rd offense: perpetual disqualification

This Circular supersedes previous issuances on the subject which are inconsistent hereto, and shall take effect fifteen (15) days after publication in a newspaper of general circulation.

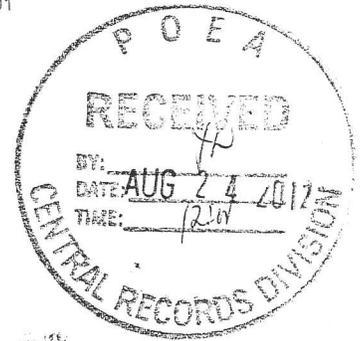

HANS LEO J. CACDAC
Administrator

30 July 2012
pso/poea



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MEMORANDUM CIRCULAR NO. 07-A
Series of 2012

To : ALL CONCERNED

Subject: Pilot Test / Issuance of *Balik-Manggagawa* (BM) Multiple Travel Exit Clearance

Further to POEA Memorandum Circular No. 07, series of 2012, on the pilot test issuance of multiple travel exit clearance to *balik-manggagawa* (BM) / vacationing workers bound for Brunei, Cambodia and Hongkong, coverage of the pilot test shall hereby be expanded to *balik-manggagawa* bound for Southeast Asian countries.

Under the *single application - multiple travel exit clearance* issuance, a worker may opt to secure a maximum of two (2) travel exit clearances with a validity period co-terminus with his/her employment contract but which shall not exceed two (2) years. Workers whose contracts allow them frequent home leave shall not be covered under this maximum limit clause.

For immediate compliance.


HANS LEO J. CACDAC
Administrator

22 August 2012
pso/poea

