



Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
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MEMORANDUM CIRCULAR NO. 13
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Recognizing the peculiarities of the labor and employment conditions affecting overseas Filipino workers in Italy, and considering further the thrust and objective of this Administration to provide relevant services to the workers through responsive policies, this Guidelines is being adopted for the documentation and registration of vacationing workers bound for Italy with corresponding visa / permit categories.

A. *Permesso Soggiorno Lavoro Subordinato* (work permit issued to workers with existing employment). These workers shall be issued POEA *balik-manggagawa* exit clearance upon presentation of the following documents:

1. passport valid at least six months from date of intended departure
2. proof of employment with existing or latest employer (employment contract, or certificate of employment, or pay slip (*busta paga*), or proof of latest payment of *Istituto Nazionale della Previdenza Sociale* (INPS) contribution).

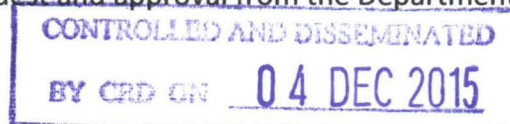
Children who are below twenty-three years old who were petitioned by their parents to join them in Italy and who were originally issued *motivi familiari* visa / permit, but who subsequently found employment and were issued regular work permit (*Permesso Soggiorno Lavoro Subordinato*), shall be issued *balik-manggagawa* exit clearance, upon presentation of the following documents:

1. passport valid at least six months from date of intended departure
2. proof of employment (employment contract, or certificate of employment, or pay slip (*busta paga*), or proof of latest payment of *Istituto Nazionale della Previdenza Sociale* (INPS) contribution).

B. *Attessa disoccupazione* (permit to stay issued to workers who do not have existing job but are allowed by the Italian government to stay in Italy within a period of one year to look for another job). These workers shall be issued POEA *balik-manggagawa* exit clearance upon presentation of the following:

1. passport valid at least six months from date of intended departure
2. copy of valid *Attessa Disoccupazione*

C. *Carta Soggiorno Illimitata* (Residence permit for indefinite stay). Workers with this type of permit are not required to secure POEA exit clearance. They can however be exempted from paying travel tax when departing from the Philippines after their vacation upon request and approval from the Department of Tourism.



- D. *Lavoro Autonomo* (permit issued to businessmen / self-employed Filipinos in Italy). Self-employed Filipinos who own and manage their business in Italy are not required to secure POEA exit clearance. They can however be exempted from paying travel tax when departing from the Philippines after their vacation upon request and approval from the Department of Tourism.
- E. *Motivi Familiari* (permit issued to family members who were petitioned by workers in Italy). Holders of this permit can be issued POEA exit clearance once they are issued *Permesso Soggiorno Lavoro Subordinato* and upon presentation of the following:
1. passport valid at least six months from date of intended departure
 2. copy of *Permesso Soggiorno Lavoro Subordinato*
 3. proof of employment (employment contract, or certificate of employment, or pay slip (*busta paga*), or proof of latest payment of *Istituto Nazionale della Previdenza Sociale* (INPS) contribution).

This Circular takes effect fifteen (15) days after publication in a newspaper of national circulation and filing with the office of the National Administrative Register.


HANS LEO J. CACDAC
Administrator

2 December 2015
POEA/PSO

