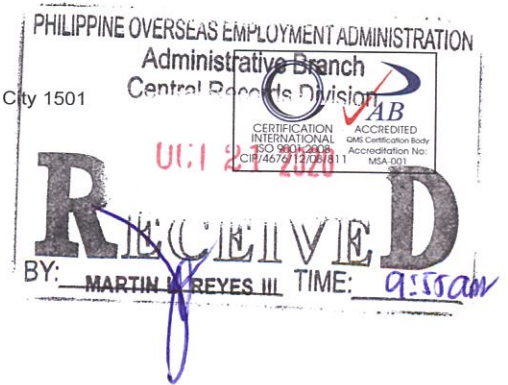




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
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Hotlines: 722-1144, 722-1155, 722-1166, 722-1177



MEMORANDUM CIRCULAR No. 27
Series of 2020

TO : ALL CONCERNED

**SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF EXPANDED PILOT
BM ONLINE EVALUATION**

In line with pertinent IATF Resolutions directing government offices to establish Green Lanes for OFWs as well as Civil Service Commission Guidelines on alternative work arrangements for government personnel, the coverage of the Pilot Implementation of Supplemental BM Online Evaluation in POEA Advisory No. 66 Series of 2020 is hereby expanded to include other work categories, and POEA processing sites authorized by the Administration.

I. Coverage: This online evaluation initiative supplements the already existing BM Online system that issues OEC exemption certificates to qualified returning workers (*balik-manggagawa* or BMs). All BMs with previous BM Online records who are not able to complete their online transaction and are queued by the system for appointment may avail of this BM Online Evaluation.

This online evaluation does not cover: previously undocumented BMs; workers with no BM Online accounts; workers with watchlisted employers; workers returning to restricted markets; watchlisted workers; as well as household service workers (HSWs).

Workers not covered by this Memorandum Circular may set appointments for regular processing at the date and POEA processing site of their choice, subject to compliance with existing community quarantine protocols.

II. Process for BM Online Evaluation. To avail of the expanded BM Online Evaluation, the following steps must be accomplished by the qualified returning worker/BM:

1. Log-in to an existing account at the www.bmonline.ph to secure their OEC exemption certificate.

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2. When no OEC exemption certificate is issued by the system and the BM is prompted to make an appointment, the BM must select the nearest authorized POEA processing site, appointment date and time slot.
3. The BM must scan or take pictures of all the basic and additional documentary requirements stated in POEA Advisory No. 66 Series of 2020, as follows:

3.1 Basic Documentary Requirements for OEC Application. The basic requirements for the acquisition of OEC through this online evaluation facility are as follows:

- a. Passport valid for at least six (6) months from the date of the intended departure;
- b. Valid and appropriate visa and/or work permit;
- c. Employment Contract, which must be verified by the Philippine Overseas Labor Office (POLO) or Authenticated/Acknowledged by the Philippine Embassy or consular post with jurisdiction;
- d. Any proof of existing employment that the worker is returning to the same employer such as: current certificate of employment, valid company ID, or recent pay slip;
- e. Letter from the employer attesting to the transfer of jobsite of the worker (for workers who have existing record with the POEA and who are returning to the same employer but to a different country).

3.2 Additional Documentary Requirements for Online Evaluation. In addition to the basic requirements enumerated above, the BMs availing of this BM Online Evaluation must also scan and submit online a copy of the following:

- a. Quarantine travel pass, clearance, or certificate of quarantine completion for OFWs who returned to the country during the implementation of community quarantine;
- b. Copy of the page of the passport where in the following details are indicated:
 - b.1 Last Departure Date
 - b.2 Last Arrival Date
- c. Copy of BM Appointment Sheet;
- d. Copy of previous OEC; and
- e. Copy of Confirmed Itinerary.

4. The BM must send his/her scanned documents to the email address of the nearest authorized processing site on the date of their selected appointment following the example subject format below:

Subject : MM/DD/YYYY (Appointment Date), Position, Country

The e-mail addresses of authorized POEA processing sites for BM Online Evaluation are as follows:

- | | | | |
|-----|--|---|---|
| 4.1 | Region 1 (La Union)
Online Evaluator | : | bmonline_lau@poea.gov.ph
Lalaine R. Casugay |
| 4.2 | Region 3 (Pampanga SM)
Online Evaluator | : | bmonline_pam@poea.gov.ph
Cyndi Manalili-Panganiban |
| 4.3 | Region 4A (Calamba)
Online Evaluator | : | bmonline_cal@poea.gov.ph
Monaliza C. Ariola |
| 4.4 | Region 6 (Bacolod)
Online Evaluator | : | bmonline_bac@poea.gov.ph
Carmen S. Nagum |
| 4.5 | Region 6 (Iloilo)
Online Evaluator | : | bmonline_ilo@poea.gov.ph
Rodelyn P. Balbuena |
| 4.6 | Region 7 (Cebu)
Online Evaluator | : | bmonline_ceb@poea.gov.ph
Lorna Q. Satinitigan |
| 4.7 | Region 8 (Tacloban)
Online Evaluators | : | bmonline_tac@poea.gov.ph
Innah Jona Fe P. Baluyot
Marlon M. Macalla |
| 4.8 | Region11 (Davao)
Online Evaluator | : | bmonline_dav@poea.gov.ph
Johannes Flone L. Faurillo |

5. The BM will receive an e-mail informing him/her if the application is approved, or if his/her application is for further compliance/submission of additional information or document. When approved, the BM will receive a payment reference number.

6. Payment will be done through the preferred Bayad Center of the BM.

7. Once the payment has been confirmed, the BM may print his/her OEC from the www.bmonline.ph account.

Documentary requirements that are submitted before an appointment is made will not be acted upon.

Only those covered by this pilot implementation with complete requirements will be received for Supplemental BM Online Evaluation.

Online submission of returning workers who are not covered by this Memorandum Circular will not be acted upon. The POEA will not be sending a notice of refusal for such submissions.

III. OEC Validity. The OEC issued through this pilot initiative is valid for 60 days only, unless extended/re-validated by the POEA Labor Assistance Center (LAC) in line with appropriate POEA issuances.

IV. Online Help. For BM Online account retrieval concerns, OFWs may send an e-mail to bm_retrieval@poea.gov.ph. OFWs are advised to attach a copy of the following documents and a short message containing their request for assistance to retrieve password/ access to their account:

1. The e-mail address originally used in creating the BM Online account;
2. Valid passport;
3. Valid visa; and
4. Copy of last issued OEC

For other concerns/ inquiries regarding Balik-Manggagawa OEC, the OFWs may send an e-mail to bmpd@poea.gov.ph.

V. Authorization of Processing Sites, Accountability and Reporting. The Administration hereby authorizes the appropriate officers enlisted and whose email addresses are enumerated herein.

The respective supervisors of the herein authorized officers shall be granted access to the emails and are directed to review and approve the evaluated online applications.



Authorized officers of the authorized processing sites shall file monthly reports duly noted by their supervisors containing the names, occupation and job sites of the BMs who were processed through this BM Online Evaluation facility.

The Administration may further issue appropriate office orders to authorize other POEA offices or extension units that may offer this BM Online Evaluation with due consideration of technical and technological capacity of said offices.

VI. Duration of Pilot Implementation. This expanded online evaluation that supplements the existing POEA BM Online system will be implemented until 31 December 2020 unless extended, suspended or terminated at an earlier date.

For the information and guidance of all concerned.


BERNARD P. OLALIA
Administrator

____ October 2020

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