



Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
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MEMORANDUM CIRCULAR NO. 19
Series of 2021

To : ALL CONCERNED

Subject : Acceptance of Digitally-verified Employment Contracts from the Philippine Overseas Labor Office (POLO) in Madrid, Spain

Pursuant to the provisions of Governing Board Resolution No. 04 Series of 2018 and POEA Memorandum Circular No. 02 Series of 2019 on the Guidelines on Processing Returning Workers and to facilitate the issuance of Overseas Employment Certificate (OEC), the Balik-Manggagawa Processing Division and other regional offices shall accept digitally verified copies of Employment Contracts issued by POLO-Madrid.


Above was approved by this Administration upon the recommendation of POLO-Madrid, in order to facilitate and ease up OEC process for OFWs, given the prevailing health crisis, continued restrictions on mobility and office operations, strict implementation of appointment system, as well as geographical distance, time and cost of the mailing of documents.

This circular shall cover OFW clients in Spain, France, Portugal, Andorra and Monaco.

For the above-mentioned jurisdictions, POLO Madrid shall be the solely-authorized office to submit to the POEA, the digital copies of Official Receipts (ORs) of verified documents to be attached to the digitally verified employment contracts, for the processing of OECs. The Office of the Administrator shall likewise be furnished copies of these documents regularly.

This Circular shall take effect immediately.

For the guidance and strict compliance.


BERNARD P. OLALIA
Administrator

05 August 2021

CONTROLLED AND DISSEMINATED
BY CRD ON SEP 16 2021