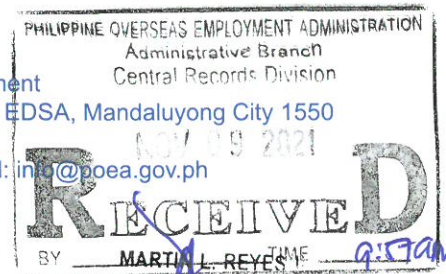




**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1550

Website: [www.poea.gov.ph](http://www.poea.gov.ph) E-mail: [info@poea.gov.ph](mailto:info@poea.gov.ph)  
Hotlines: 8722-1144, 8722-1155



**MEMORANDUM CIRCULAR NO. 23  
Series of 2021**

**TO : ALL CONCERNED**

**SUBJECT : FACILITATION OF DEPLOYMENT OF BALIK-MANGGAGAWA  
DURING STATES OF EMERGENCY IN THE PHILIPPINES**

In order to facilitate the issuance of Overseas Employment Certificates (OECs) during states of emergency, the Administration temporarily adopts the following, subject to the application of relevant rules and regulations set forth under the Consolidated Guidelines on the Processing and Issuance of OECs for Returning Workers (Balik-Manggagawa):

1. Acceptance of Digitally Verified Employment Contract - Under a defined period/arrangement, the POEA may authorize the acceptance of duly endorsed scanned copies and digitally-verified employment contracts from authorized Philippine Overseas Labor Offices and countries under their jurisdiction.
2. Acceptance of Non-verified Employment Contract- Subject to established clearance/documentary processing procedures at POEA, returning workers not in possession of a verified employment contract may be allowed to process their OEC upon submission of a valid working visa and other proof of employment and upon accomplishment of an undertaking stating that the submission of verified employment contract shall be complied with through email submission to POEA upon their return to the country of work destination.
3. Upon the recommendations of the Department of Foreign Affairs through the Philippine Embassies with jurisdiction, returning Overseas Filipinos Workers (OFWs) departing with valid working visas/permits and are allowed by the host countries to return despite the absence of an existing permanent employment shall be entitled to the issuance of the required OEC.

This Circular shall take effect immediately.

For the information and guidance of all concerned.

**BERNARD P. OLALIA**  
Administrator

02 November 2021  
Arnel/bmpd

