



Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
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**ADVISORY No. 66**  
**Series of 2020**

**PILOT ONLINE EVALUATION FOR OEC APPLICATION  
OF PROFESSIONALS AND SKILLED RETURNING WORKERS  
(BALIK-MANGGAGAWA/ BMs) WHO ARE NOT ABLE TO ACQUIRE  
SYSTEM-GENERATED OEC EXEMPTIONS**

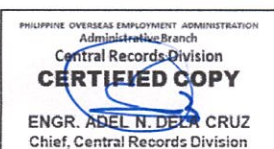
Pursuant to the *Omnibus Guidelines on Implementation of Community Quarantine in the Philippines* of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IAFT-EID) revised on 15 May 2020; and in line with the implementation of POEA Memorandum Circular No. 11, Series of 2020 "*Guidelines for Pre-Employment Services at the POEA for Areas in the Country under General Community Quarantine (GCQ) and for the National Capital Region, Cebu, and the Province of Laguna under the Modified Enhanced Community Quarantine (MECQ)*" this Administration is pleased to announce the pilot implementation of its Online Evaluation for BM OECs.

**Coverage.** Professionals and skilled returning (*balik-manggagawa* or *BM*s) with previous BM Online records and are residing in the National Capital Region but are now queued by the system for appointment at the POEA Main Office in Ortigas may avail of this Online Evaluation for BM OECs facility.

Previously undocumented BMs, workers with no BM Online accounts; workers with watchlisted employers; workers returning to restricted markets; watchlisted workers; as well as returning unskilled/semi-skilled and domestic workers/ household service workers (HSWs) **are not covered by this pilot implementation**. They may proceed to the OFW Green Lanes at the date and office where their appointments are set, subject to compliance with existing community quarantine protocols.

**Basic Documentary Requirements for OEC Application.** The basic requirements for the acquisition of OEC are as follows:

1. Passport valid for at least six (6) months from the date of the intended departure;
2. Valid and appropriate visa and/or work permit;
3. Employment Contract, which must be verified by the Philippine Overseas Labor Office (POLO) or authenticated by the Philippine Embassy;
4. 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;



5. 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);

**Additional Documentary Requirements for Online Evaluation.** In addition to the basic requirements enumerated above, the BMs availing of online evaluation must also submit online a copy of the following:

1. Quarantine clearance or certificate – for OFWs who returned during the implementation of Enhanced Community Quarantine (ECQ)
2. Copy of the page of the passport where in the following details are indicated:
  - a. Last Departure Date
  - b. Last Arrival Date
3. Copy of BM Appointment Sheet;
4. Copy of previous OEC; and
5. Copy of Confirmed Itinerary

**Process.** To avail of the online evaluation, the following steps must be accomplished by the returning worker/BM:

1. The returning worker must set an appointment through [www.bmonline.ph](http://www.bmonline.ph) and select POEA Main Office–Ortigas as their processing site and select their preferred appointment date and time.
2. Scan or take pictures of the basic and additional documentary requirements enumerated above.
3. The returning worker must send their documents via email to [bmonline\\_evaluation@poea.gov.ph](mailto:bmonline_evaluation@poea.gov.ph) on the date of their selected appointment with subject format as sample below:  
Subject: MM/DD/YYYY (Appointment Date), Position, Country
4. The returning worker will receive an e-mail indicating if the OFW is for compliance or approved. If approved, they will receive a payment reference number.
5. Payment will be done through their preferred Bayad Centers.
6. Once the payment has been confirmed, they may print their OEC at their [www.bmonline.ph](http://www.bmonline.ph) account.

Submission of documentary requirements prior to the date of their selected appointment date will not be entertained.

Only those covered by this pilot implementation with complete requirements will be evaluated.

Online submission of returning workers who are not covered by this online evaluation will not be evaluated.

**OEC Validity.** The OEC issued through this pilot initiative is valid for 60 days only.

**Online Help.** For BM Online Account retrieval concerns, OFWs may send an e-mail to [bm\\_retrieval@poea.gov.ph](mailto:bm_retrieval@poea.gov.ph) . Simply attach a copy of the following documents and a short message containing your request for assistance to retrieve password/ access to your account:

- 1) The e-mail address you used in creating your 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](mailto:bmpd@poea.gov.ph)

For the information and guidance of all concerned.

  
**BERNARD P. OLALIA**  
*Administrator*

**27 May 2020**



## GUIDELINES ON ACQUIRING OVERSEAS EMPLOYMENT CERTIFICATE (OEC) THROUGH BM ONLINE EVALUATION

1



Log-in to  
[www.bmonline.ph](http://www.bmonline.ph)

2

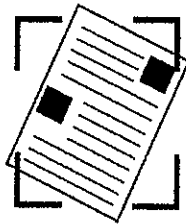


Set an appointment

Select Location:  
POEA Office (Philippines)  
POEA Main Office (Ortigas)

3

Scan the  
documentary  
requirements



4

On the date of the appointment  
send documents to:

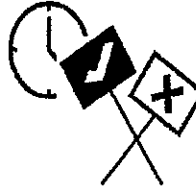
[bmonline\\_evaluation@poea.gov.ph](mailto:bmonline_evaluation@poea.gov.ph)

Follow the  
subject format:

"MM/DD/YYYY (Appointment Date), POSITION, COUNTRY"



5



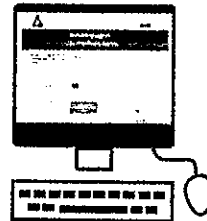
Wait for an e-mail  
confirmation to know if  
you are "for compliance"  
or "approved with  
payment  
reference number"

6

Payment will be  
done at any  
authorized  
Bayad Centers



7



Within 24 hours,  
your payment will  
be confirmed.  
To check, Log in to  
your account  
and click  
"My Transactions"

8



You may now  
print your OEC

Note: OEC is valid for 60 days only.

*Infographic updated 25 May 2020 by: NIEPV*





## GABAY SA PAGKUHA NG OVERSEAS EMPLOYMENT CERTIFICATE (OEC) SA PAMAMAGITAN NG BM ONLINE EVALUATION

1



Mag log-in sa [www.bmonline.ph](http://www.bmonline.ph)

2



Mag set ng appointment.

Piliin ang:  
POEA Office (Philippines)  
POEA Main Office (Ortigas)

3

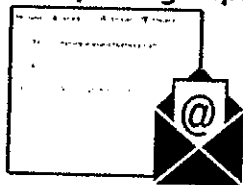
I-scan ang mga kailangang dokumento



Sa araw ng napiling appointment, isend ang mga dokumento sa [bmonline\\_evaluation@poea.gov.ph](mailto:bmonline_evaluation@poea.gov.ph)

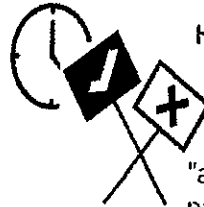
4

Sunding ang nauukol na format para sa subject



"MM/DD/YYYY (Araw ng Appointment), POSITION, COUNTRY"

5



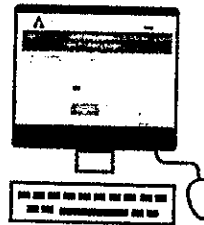
Hintaying ang confirmation e-mail para malaman kung ikaw ay "for compliance" o "approved for payment with payment reference number"

6

Magbayad sa awtorisadong Bayad Centers



7



Hintayin ang confirmation ng payment sa loob ng 24 oras. Mag log-in sa account at pindutin ang "My Transactions"

8



Maaari mo nang i-print ang OEC.

Paalala: 60 araw lamang ang validity ng OEC

*Infographic 25 May 2020 by: MEPA*