



**MEMORANDUM CIRCULAR NO. 24-A**  
Series of 2020

**TO : ALL CONCERNED**

**SUBJECT : Additional Requirements and Authorized POEA Issuing Officers and Signatories To the POEA Certification Required for the Application of OFWs for the Unemployment Insurance/Involuntary Separation Benefit Under the Social Security Act of 2018**

Pursuant to the requirements for availing the Unemployment Insurance Benefit (UIB) under the Social Security Act of 2018, Provision IV.2 of Memorandum Circular No. 24, Series of 2020 is amended as follows:

**XXX 2. Requirements for Application for Certification.** Applicants shall be required to submit:

- a. at least one (1) valid ID
- b. SSS Number of the OFW
- c. copy of the Notice of Termination issued by the employer indicating the date of termination/involuntary separation and any of the causes for the same as mentioned in Item II. In the absence of a Notice of Termination, a notarized Affidavit of Termination of Employment which should be supported by proof of the OFW's arrival in the Philippines such as a stamp of arrival by the Bureau of Immigration in the OFW passport, or Seaman's Book in the case of seafarers or similar documents. XXX

Further, in addition to the officials authorized to sign and issue the POEA Certification in accordance with Provision IV.3 of the said Memorandum Circular, the following are likewise authorized in order to facilitate the implementation of the unemployment insurance benefit for qualified landbased or seabased overseas Filipino workers (OFW) under the Social Security System (SSS):

1. Chief, Assistance and Welfare Division, Welfare Services Branch-Main
2. Heads of Regional Centers;
3. Heads of Regional Extension Units;
4. Coordinators of Satellite Offices

This Circular takes effect immediately unless otherwise repealed, modified or amended.

For strict compliance.

**BERNARD P. OLALIA**  
Administrator

14 April 2021

