



Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
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POEA ADVISORY NO. 40
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Issuance of OFW Information/Record in Conformity with RA 10173

The Philippine Overseas Employment Administration strictly adheres with the Implementing Rules and Regulations of Republic Act No. 10173, known as the Data Privacy Act of 2012 in the issuance of Overseas Filipino Worker (OFW) Information/Record.

Relative thereto, those requesting for the issuance of OFW Information/Record other than the OFW or members of his/her family (spouse, children, parents, siblings) should submit a request to the POEA Central Records Division or its Satellite Offices provided that:

- 1.) the OFW has given his/her consent and has issued a Special Power of Attorney to the requesting party;
- 2.) with Court Order directing the issuance of the OFW Information/Record; or
- 3.) compliant with the requirements under Section 13 (f) of R.A. 10173, which states that:

The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

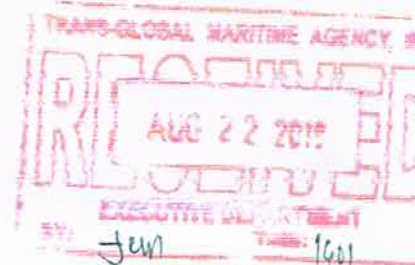
A copy of the Documentary Requirements for the issuance of OFW Record is attached for reference.

Likewise, in case of requests for legal assistance/repatriation of an OFW, the concerned OFW/representative of OFW/recruitment agency shall proceed to the POEA Legal Assistance Division/Repatriation Unit for assistance and endorsement to POEA Central Records Division for issuance of OFW Information/Record, if warranted.

For information, guidance and compliance of all concerned.


BERNARD P. OLALIA
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON 09 AUG 2018



DOCUMENTARY REQUIREMENTS & PROCEDURES IN REQUESTING OFW RECORDS

Requesting Party	Documentary Requirements
1. REQUEST BY OFW HIMSELF/HERSELF	<ol style="list-style-type: none">Accomplished Verification Request FormIdentification document with picture (Passport, Driver's License, PRC Card, NBI Clearance, Company ID, etc.)
2. MEMBERS OF THE FAMILY OR RELATIVES OF THE OFW (SPOUSE, CHILDREN, PARENTS, SIBLINGS)	<ol style="list-style-type: none">Accomplished Verification Request FormProof of relationship with OFW (Original or Authenticated or Certified True Copy)<ol style="list-style-type: none">Spouse (Asawa) – marriage contractChildren (Anak) – birth certificate of the OFW's childParent (Magulang) – birth certificate of the OFWSibling (Kapatid) – birth certificate of the sibling and birth certificate of the OFWIdentification document with picture (Passport, driver's license, PRC card, NBI clearance, company ID, etc.)
3. OTHER PARTIES	<ol style="list-style-type: none">Accomplished Verification Request Form/ Formal Written Request indicating the purpose of the requestOther Requirements<ol style="list-style-type: none">Persons authorized by the OFW – Special Power of AttorneyGovernment/Private Agencies – Proof of Authority of representative to receive the recordParties with case filed in court - Court Order to the POEAIdentification document with picture (Passport, driver's license, PRC Card, NBI clearance, company ID, etc)Proof of any circumstances under Section 13 of the Privacy Data Act of 2012Other requirements as may be needed.

PROCEDURE:

- STEP 1:** Get **SERVICE NUMBER** and **VERIFICATION REQUEST FORM** from the guard on duty at the Main Gate.
Kindly write your number in the circle located in upper-left part of the VERIFICATION REQUEST FORM.
- STEP 2:** Fill out the VERIFICATION FORM completely and legibly & prepare the REQUIREMENTS as stated above.
- STEP 3:** Kindly wait for your NUMBER and SERVICE COUNTER NUMBER to be flashed in the TV Monitor located at the waiting area of Central Records Division, Lower Ground floor of the building. Please double check your form & requirements while waiting for your turn.
- STEP 4:** Proceed to the designated service counter where your number was flashed. Submit the accomplished form and requirements for evaluation. If documents are complete and in order, kindly RETURN TO YOUR SEAT AND WAIT while your requested record is being verified and printed. Wait for your name to be called at the Releasing Counter for the release of the record/s. Otherwise, receive the Verification Status Form and complete the lacking requirements / follow the instruction/s given by the evaluator.
- STEP 5:** Proceed to the Releasing Window when your name is called or return to service counter if requested by the evaluator.
- Certified printout of information sheet OR certification of no records shall be released to you.
 - If the record requested needs manual retrieval of contracts and/or OFW Information Sheets, evaluator will advise the date/time of return to get the requested record/s.
 - No need to present Passport/ID in claiming the requested record, just affix your **signature and time of release** in the **Releasing Box** on the Verification Request Form to acknowledge receipt of the requested record.
 - Kindly return the **Verification Request Form ONLY** to the personnel assigned at the releasing window.