

## GUIDELINES FOR ALL EMPLOYEES ON VACATION, EMERGENCY OR PERSONAL LEAVE

*Save on time, cost and effort. Report to IPAMS immediately and let us do the work for you.*

1. **AT JOBSITE PRIOR TO YOUR TRAVEL TO MANILA** - Upon receipt of your passport and air ticket for your travel, check and verify validity of your re-entry visa and ensure possession of a confirmed return flight (Manila to work site) prior to your departure from the job site. This is to ensure that all documentations are valid in order to avoid problems in your return travel to your job site.
2. Register at [bmonline.ph](http://bmonline.ph) or secure OEC thru IPAMS.

Employees are encouraged to provide updates on their Welfare Fund coverage, and of any changes in their address or contact details. Please indicate full name, employee number, area of assignment, and vacation or leave period.

**A.** The following documents and corresponding authorized fees are required for OEC processing:

- Passport plus photocopy of passport identification page, latest arrival stamp, and valid re-entry visa**
- Employee's Processing Record** (to be provided by IPAMS)
- OFW Info Sheet (may also be downloaded from the IPAMS website)**
- OWWA Welfare Fund Contribution** (coverage valid for the contract duration or maximum of 2 years)
- Vacation or Emergency Leave Certificate** (photocopy). Employees on emergency leave must report to IPAMS within 3 days upon arrival.
- POEA-Approved Fees:** (please prepare exact amount)
  1. Php 100 - OEC Processing Fee
  2. Php 1,047.63\* - OWWA Welfare Fund Contribution for 2 Years (\*equivalent of \$25.00 based on prevailing conversion rate)

### IPAMS EMPLOYEE RELATIONS (ER)

M-F 8:00-11:30AM, 1:00-5:00PM  
 723 Aurora Blvd., New Manila,  
 (fronting Robinsons Magnolia Mall,  
 Between Hemady & Balete Drive)  
 Quezon City 1112 Philippines  
 p: +632.2345640 to 41  
 e: [er@ipams.com](mailto:er@ipams.com)  
 w: [www.ipams.com](http://www.ipams.com)

**While Philhealth and Pag-ibig membership contributions are no longer required for the issuance of OEC, all OFWs are still enjoined to continue their membership so they can avail of benefits under these government programs.**

**B. Passport Renewal** - Employees with passports expiring within 6 months from departure date can download the application form from the DFA website [www.dfa.gov.ph](http://www.dfa.gov.ph) and secure prior appointment online. On appointed date, employee must personally present to the DFA printed confirmation of appointment and all passport renewal requirements:

- Current Passport (plus photocopy of identification page, latest arrival and last departure stamp). Photos are captured on the DFA system on the appointed date of application.
- Passport fees: Php 950 (regular processing – 20 working days); Php1200 (expedited processing – 10 working days)

**C. Reduced Travel Tax Certificate (RTTC) Processing** - Dependents of employees on Family Status may be assisted upon submission of requirements:

- Original or certified true copy of Marriage Contract**
- Original or certified true copy of Birth Certificate of each child age 2 to 20 years**
- Passport plus photocopy of identification pages** (If passport expires in 6 months from departure date, it must be renewed prior to submission)
- Airline Ticket**
- Travel Tax Payment** - Php 300 (reduced travel tax) for spouse and children age 2 to 20 years; Php 1,620 (full tax) for children age 21 years and up; 0 fee for children below 2 years upon submission of same documentary requirements

**Note: DSWD Clearance is required for un-accompanied minors, but is waived for minors holding residence visas.**

3. **ON RETURN TRAVEL DATE** - Plan to arrive at the airport 4 hours before departure time. Proceed to:

- A. Labor Assistance Center** - for verification of travel documents
- B. Security Baggage Check** - have your accompanied luggage checked or x-rayed
- C. Visa Verification Counter** - present Passport with visa for verification
- D. Airline Check-In Counter** - present airline copy of OEC, passport, and ticket. Secure Embarkation Card and Boarding Pass
- E. OFW Terminal Fee Counter** - present Airport copy of OEC
- F. Immigration** - present passport and completed Embarkation Card
- G. Departure Lounge for Boarding** - have hand-carried luggage checked before entering departure lounge

#### 4. REMINDERS

- A.** Make sure you do not carry items prohibited by the airline, as well as those prohibited in your destination.
- B.** In case of any changes on your original return flight/schedule, please report and coordinate immediately with IPAMS for appropriate action.