

## PROGRAMS AND SERVICES OF GOVERNMENT AGENCIES FOR OVERSEAS FILIPINOS

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### POST-ARRIVAL ORIENTATION SERVICES

The Commission on Filipino Overseas encourages Filipino and private organizations abroad to provide post-arrival services to newly-arrived Filipino immigrants. The program aims to complement CFO's pre-departure services by extending on-site information that will help new migrants adjust and cope with the demands of a new environment. Post-arrival services may include language courses, orientation programs, and networking/referral services to employment agencies, migrant resource centers, support groups, and other Filipino associations within their areas of settlement.

Proposals for post-arrival services may be initiated by CFO or overseas-based organizations/groups. A joint agreement is forged detailing basic services for Filipino migrants and responsibilities of agencies involved. These services are promoted during the orientation program conducted by CFO among pre-departing Filipino emigrants. Pre-registration for the post-arrival services is undertaken among interested emigrants upon registration at the CFO office in Manila.

## LAKBAY-ARAL PROGRAM

Lakbay-Aral is a program of the Commission on Filipinos Overseas to enable descendants of Filipino immigrants overseas to trace their roots and rediscover their rich Filipino heritage. First implemented in 1983, it consists of a two-week travel study program to the Philippines for children and youth between 15 to 25 years old.

### ***Features of the Program***

The program has been designed to help Filipino youth overseas acquire a better appreciation of the socio-cultural, political and natural environment of the land of their forebears. Activities include:

1. Visits to historical sites and landmarks, and scenic areas with on-site lectures
2. Lectures on the land and peoples of the Philippines
1. Exposure to Filipino traditions, arts and crafts
2. Interaction with Filipino students, national and local government officials, and members of Filipino indigenous communities

### ***Requirements***

To confirm participation in the program, the following requirements should be forwarded to the Secretariat:

1. Completed application form
2. Non-refundable confirmation fee of US\$ 50.00 (The amount is deductible from the total program cost)

### ***Fees***

The program fee (of about \$1,000) may vary depending on the itinerary chosen by participants. The program fee will cover the following expenses:

1. All inland transportation

2. Food (breakfast, lunch, dinner)
3. Hotel accommodation
4. Learning materials
5. Accident and medical insurance for the duration of the program
6. Guided tours

Special *Lakbay-Aral* programs can be arranged for a group of at least 30 participants.

For everyone else who would like to visit the Philippines through especially-arranged travel but are not in the age group of the participants of the *Lakbay-Aral* Program, the Commission on Filipinos Overseas recently launched the *Lakbayan sa Pilipinas* – a special 12-day journey for overseas Filipinos, their families and friends who would like to visit and recall their pleasant memories about the Philippines, and together experience Filipino hospitality at its best. Participants are given the opportunity to gain new insights and perspectives about the country as they journey to various historical landmarks and places of interest, and interact with the peoples of the land.

Participants may choose to join any of the available *Lakbayan* modules or develop their own itinerary based on special interests in consultation with the *Lakbayan* Program Coordinator. A minimum of 30 participants would be required for each of the program modules.

Application forms may be requested through:

***The Program Coordinator***

**Lakbay Aral Program and Lakbayan sa Pilipinas Program  
Commission on Filipinos Overseas**

Citigold Center, 1345 Quirino Ave. cor. South Superhighway  
Manila, Philippines

Tel. No. (632) 561-8327

Fax No. (632) 561-8332

E-mail Address: [info@cfo.gov.ph](mailto:info@cfo.gov.ph)

Website: [www.cfo.gov.ph](http://www.cfo.gov.ph)



## PHILIPPINE SCHOOLS OVERSEAS

The establishment of Philippine schools overseas is being encouraged in other countries where there are large concentrations of Filipino school children. These schools follow the prescribed Philippine curriculum and ensure that quality education in the elementary and high school levels is made available to children of Filipino migrants, so that these students can be readily integrated into the Philippine educational system on their return to the Philippines. These schools also provide a venue for learning about Filipino heritage and culture.

### *IAC on Philippine Schools Overseas*

In May 2000, Executive Order No. 252 was issued to strengthen the Inter-Agency Committee on Philippine Schools Overseas which was created through a Memorandum of Agreement signed on 24 February 1995. The Committee is a policy-making body and a forum for discussion and resolution of issues concerning the establishment, operation, and management of Philippine schools overseas or such types of schools or educational programs abroad. It is chaired by the Department of Education and co-chaired by the Department of Foreign Affairs. Other members of the Committee are the Department of Labor and Employment, Overseas Workers Welfare Administration, and Commission on Filipinos Overseas, which also serves as the secretariat.

The Committee on Philippine Schools Overseas has the following functions:

1. Develop policies and guidelines in connection with the establishment, operation, management, accreditation and regulation of Philippine schools and educational programs overseas
2. Conduct studies on issues and problem areas affecting the operation of Philippine schools overseas

3. Provide inputs to the Department of Education in the development of standards and systems for monitoring and evaluating Philippine schools overseas
4. Hold meetings and consultations on a regular basis to ensure the effective and efficient implementation of policies and programs for Philippine schools overseas
5. Conduct site visits and ocular inspections of Philippine schools overseas
6. Serve as arbiter in matters regarding Philippine schools overseas which are brought to its attention

There are now 42 Philippine schools overseas of which 35 are already accredited by the Department of Education. These schools are located in Bahrain, China, Greece, Kuwait, Libya, Oman, Qatar, Kingdom of Saudi Arabia, and United Arab Emirates.

Individuals or organizations interested in setting up Philippine schools overseas may contact:

***The Secretariat***

**Inter-Agency Committee on Philippine Schools Overseas**

Citigold Center, 1345 Quirino Ave. cor. South Superhighway

Manila, Philippines

Tel. No. (632) 561-8327

Fax No. (632) 561-8332

E-mail: [info@cfo.gov.ph](mailto:info@cfo.gov.ph)

Website: [www.cfo-psy.org.ph](http://www.cfo-psy.org.ph)



## LINGKOD SA KAPWA PILIPINO OR LINK FOR PHILIPPINE DEVELOPMENT (LINKAPIL)

The Lingkod sa Kapwa Pilipino (now also known as Link for Philippine Development) or LINKAPIL program was designed by the Commission on Filipinos Overseas to facilitate transfer of various forms of contributions, grants and assistance from Filipinos or other donors overseas to support projects in livelihood development, education, health and welfare, small-scale infrastructure, and technology and skills transfer.

Literally means “service to fellow Filipinos”, LINKAPIL seeks a broader and deeper partnership between Filipinos overseas and Filipinos in the home country based on a common desire to advance the collective good of the Filipino people and to contribute to the realization of national development.

### ***Goals and Objectives***

LINKAPIL provides a system for overseas Filipinos who desire to do their share in serving fellow Filipinos by supporting various activities and projects in the Philippines. It intends to facilitate the flow of assistance from overseas to specific beneficiaries in the Philippines.

The LINKAPIL Program aims to:

- Enhance participation among overseas Filipinos in the national development efforts
- Provide a mechanism for better coordination and feedback among overseas donors, government agencies and beneficiaries
- Promote awareness and understanding of existing procedures and guidelines for the processing of donations from abroad
- Promote confidence among overseas donors through an effective and responsive monitoring and feedback mechanism

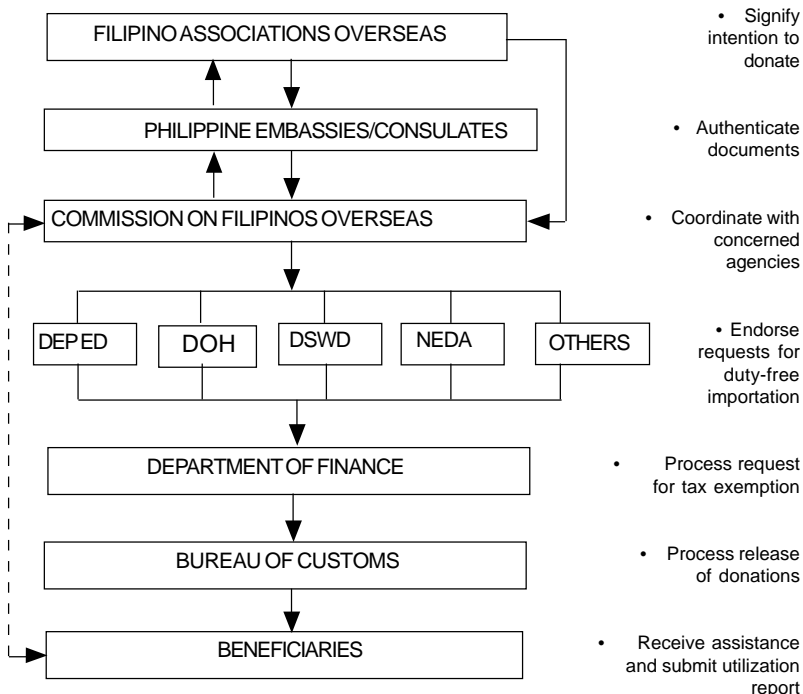
- Espouse genuine collaborative partnerships between overseas Filipinos and those in the Philippine homeland in accordance with national development objectives

### ***Operational Framework***

The LINKAPIL Program relies on cooperative linkages among Filipinos overseas, the national government, local government units, non-government organizations, and the private sector to enable the transfer of resources and skills from overseas to beneficiaries in the Philippines.

### ***LINKAPIL COORDINATION PROCEDURES***

#### ***Program Components***



The LINKAPIL Program provides Filipinos and other donors overseas with opportunities to reach out and make a difference in the lives of those in need.

### ***Education***

Overseas donors may consider supporting the education of Filipino children and youth interested to go to school but are hindered by poverty. Assistance to education projects may be through the following:

1. Establishment of scholarship fund or grant under the LINKAPIL Program's "Adopt-A-Scholar" project. A mechanism is available for associations or individuals abroad to establish scholarship grants in identified public schools or colleges or to provide financial assistance to disadvantaged but scholastically qualified students.
2. Donation of books and other educational materials, such as computers and science laboratory equipment, to public schools.

Donations may be channeled to state colleges and universities in the Philippines or accredited and licensed non-government organizations. CFO will coordinate, on behalf of the overseas donor, with the identified school or non-government organization which will serve as the fund manager for the scholarship grant.

### ***Micro Enterprises/ Livelihood***

This program area seeks to assist in improving socio-economic conditions in the countryside by encouraging the establishment of small-scale or alternative income generating activities, and fostering the concept of self-help among members of the community. Assistance to livelihood projects may be through any of the following:

1. Grant of capital fund or capitalization to a specified beneficiary



2. Donation of equipment or resources needed to start or sustain livelihood projects or to improve productivity and income
3. Provision of low-interest bearing loans to registered cooperatives and organizations. Repayment schemes for the loans would be arranged in cooperation with a local bank.

Donations may be directed to local communities and barangays, non-government organizations, and cooperatives. A list of projects for funding is available upon request at the Commission on Filipinos Overseas through its Philippine Sectoral Development and Needs Profiling System.

### ***Health and Welfare***

This program area involves the promotion of health care among Filipinos especially in rural and economically disadvantaged areas. The program enables indigent groups, i.e., orphans, street children, elderly, disabled, to have greater access to health services and social benefits. Assistance may be in the following forms:

1. Conduct of medical or surgical missions to provide free services and medicines to patients
2. Donation of medical supplies and equipment to primary and secondary private and government hospitals, which are accredited by the Department of Health
3. Provision of relief assistance to calamity areas in the form of cash donations, food and other basic necessities in cooperation with humanitarian agencies and non-government organizations licensed and accredited by the Department of Social Welfare and Development

### ***Small-Scale Infrastructure***

Filipinos and other donors overseas may direct resources for the construction of facilities needed for the improvement of day to day life. Assistance to underserved areas may be in the following areas:

1. Provision of funds for the construction of water facilities (i.e., deepwells, manual or electric pumps, water tanks), health centers, latrines, classrooms, among others
2. Donation or purchase of materials for the construction of small-scale infrastructure projects

Beneficiaries may include schools, barangays and other institutional populations who have little or no access to funding from national or local sources.

### ***Transfer of Technology***

This program area seeks to facilitate the transfer of skills and knowledge to government agencies, local academe and communities through the volunteer services of overseas Filipino experts in science and technology, education, agriculture, and other fields crucial to development. Interested parties can inquire from the CFO about assistance in any of the following:

1. Conduct of training/seminar-workshops in various fields of expertise
2. Extension of volunteer service in government and non-government agencies, or rural communities

### ***Overseas Donations: Procedures and Requirements***

#### **Conditions for Duty-Free Importations**

Donations from abroad may qualify for duty exemption depending on the donee/consignee or recipient, and the nature of the item to be donated.

1. The specified donee/consignee or recipient must be qualified to receive donations on a tax or duty free basis.
2. The items to be donated may be recommended for duty-free entry provided they are:
  - a. Directly required or necessary in the religious, charity, medical or training activities of the donee/consignee, and should contribute to the promotion of rural or regional development, generation of employment, and strengthening of health services or moral values, and other socio-economic development
  - b. Essential machinery and equipment, including its spare parts and accessories, as defined under NEDA Rules and Regulations
  - c. Not contraband, prohibited, regulated or restricted under existing laws (i.e., motor vehicles, clothing, tires), except those necessary for the promotion of public health and safety
  - d. Not locally available and with no local substitutes as certified by the Board of Investments. However, in case of local availability, the importation may still be recommended for duty-free treatment if it satisfies the foregoing conditions, in addition to which the BOI should interpose no objection to granting of duty exemption.

**Note:** Certification for duty-free importation is made on a per shipment basis to ensure that each request satisfies the policy guidelines of NEDA.

### **Qualified Recipients**

The following organizations and entities may qualify for duty free importation of donations:

- Non-profit, welfare, and charitable organizations which have been in operation for at least six (6) months and are licensed or accredited by DSWD
- Non-stock, non-profit educational and training institution duly registered under Philippine laws and operated exclusively for educational purpose, maintained and administered by private individuals or groups, offering formal education, and issued permit to operate by DEPED in accordance with existing laws and regulations
- Educational, scientific, and cultural institutions or societies, and similar organizations duly approved by competent authorities such as DEPED and the United Nations Educational, Scientific and Cultural Organization (UNESCO) National Commission of the Philippines
- Other non-profit religious and/or charitable institutions registered with the Securities and Exchange Commission, **except** private individuals and civic, service, cultural, and scientific organizations or foundations
- Government hospitals duly registered and licensed to operate by DOH as provided for in Republic Act 4226 or the Hospital Licensure Act
- Private primary and secondary hospitals duly registered and licensed to operate by DOH as provided for in Republic Act 4226;
- Government departments, offices, and agencies, including local government units, **except** government owned and controlled corporations
- Duly registered cooperatives certified by the implementing government agency concerned as deserving such incentive

- Other organizations covered by bilateral or international agreements to which the Philippines is a signatory, and by Presidential decrees and other special laws

### **Items Which May be Donated Free of Duty**

The following items donated from overseas may be allowed duty free entry:

- Books, publications and documents
- Essential machinery and equipment, including its spare parts and accessories

**Note:** Only non-profit religious and charitable (except civic and service) institutions, government agencies and hospitals, and private primary and secondary hospitals may be allowed to receive donated essential machinery and equipment including spare parts and accessories on a duty free basis.

- Essential consumer goods not available locally in times of calamities or fortuitous events
- Food and food products, drugs and medicines and other pharmaceuticals having similar preparations registered with the Bureau of Food and Drugs (BFAD)

**Note:** No pharmaceutical product intended for donation will be accepted or distributed unless it is registered with BFAD, in accordance with the provisions of Republic Act 3720. All donated drugs issued clearance by BFAD are subject to strict monitoring by BFAD for intended usage.

- Medical equipment and devices

- Relief goods for free distribution to the needy or to be used in evacuation centers, provided these are not in commercial quantity
- Reagents for research purposes
- Scientific instruments or apparatus intended exclusively for educational purposes or pure scientific research; articles for the blind; and visual and auditory materials and works of art and collectors' pieces of education, scientific, and cultural character pursuant to the Florence Educational Scientific and Cultural Agreement adopted by the General Conference of UNESCO at Florence, Italy in 1950

**Important:** Consumer items such as gas stoves, television sets, air conditioning units, refrigerators, office or home furniture, bicycles, towels, drapes/curtains, sheets, blankets, toys, among others, are not considered priority items for economic development and therefore, do not qualify for duty exemption.

The importation of textile articles commonly known as "used clothing" from any country of origin is absolutely prohibited. (Republic Act 4653, Customs Memorandum Order No. 14, s. 1986, DSWD Department Order No. 28, s. 1999)

### **Required Documents**

The following documents will be required in requesting for duty-free certification for incoming donations from overseas:

1. From the donor
  - Deed of donation duly authenticated by the Philippine Embassy or Consulate

- Itemized list of donation (also referred to as packing list or inventory of donated items)
- Proforma invoice or commercial invoice (not required for used items)
- Shipping documents (bill of lading or airway bill)

Important: The name listed as donee/consignee or recipient in the Deed of Donation must be the same as that appearing in the shipping documents.

2. From the donee/consignee or recipient

- Letter of request for duty-free certification addressed either to the Department of Finance (DOF) or the National Economic and Development Authority (NEDA)
- Deed of acceptance of the donation
- Distribution plan for the donation
- Copy of SEC registration and Articles of Incorporation and/or By-laws, in case of non-stock, non-profit charitable or religious institutions requesting exemption from payment of duties for the first time
- DSWD License to Operate and Certificate of Accreditation, if non-government organization
- Current and valid DOH License to Operate, if hospital

### **Filing of Application**

The donee/consignee or recipient files a letter of request for duty free importation either with the NEDA or the DOF. The NEDA processes,

evaluates, and endorses requests for duty free importation for machinery and equipment. The DOF processes, evaluates, and endorses requests for duty free importation of relief goods (medicines, food, among others) intended for DSWD accredited and licensed non-government organizations, as well as books, publications, and education-related materials/equipment.

The letter to NEDA is addressed to:

**The Director**  
**Trade, Industry, and Utility Staff**  
**National Economic and Development Authority**  
Amber Ave., Pasig City  
Telefax Nos. (632) 631-3734/633-6013  
Email: brmendoza@neda.gov.ph  
aamenardo@neda.gov.ph  
Website: www.neda.gov.ph



The letter to DOF is addressed to:

**The Secretary**  
**Department of Finance**  
Attention: Revenue Operations Group  
6/F DOF Bldg., BSP Complex, Roxas Blvd.,  
Manila, 1004  
Tel. No. (632) 526-0531  
Fax No. (632) 526-2288  
Email: esales@dof.gov.ph/rgeotina@dof.gov.ph  
Website: www.dof.gov.ph



**Important:** For books and publications, the letter to DOF must be addressed to the Secretary of Finance (Attention: Mabuhay Lane).



### **Release of Donation**

Upon receipt of the endorsement by the agency concerned for the duty-free certification on the donation, the DOF issues the appropriate clearance and forwards the same to the Central Records Division, Bureau of Customs (BOC) by official messenger. A duplicate copy of the DOF clearance may be furnished to the donee/consignee or recipient upon request.

The Tax Exempt Division of the BOC endorses the release of donation and forwards this document to the Informal Entry Division of the District Office concerned (South Harbor, MICP, NAIA, etc.). The Informal Entry Division checks/verifies, appraises and examines the donated shipment.

After completing the documentation and the payment of processing fees and charges (i.e., terminal handling fee, stripping, arrastre/wharfage, among others), the Bureau of Customs releases the shipment to the donee/consignee or its authorized representative. Processing for the release of donation at the Bureau of Customs usually takes about two to three (2-3) working days if all requirements are complete.

**Important:** Donations, even if accorded duty free privilege, are still subject to value added tax (VAT), which is computed at 12% of the landed cost of the shipment.

For more information, please contact:

**Projects Management Division**

**Commission on Filipinos Overseas**

Citigold Center, 1345 Quirino Ave. cor. South Superhighway,  
Manila

Tel. Nos. (632) 561-8321 locals 604-608

561-8327 Fax No. (632) 561-8332

E-mail: [info@cfo.gov.ph](mailto:info@cfo.gov.ph)

Website: [www.cfo-linkapil.org.ph](http://www.cfo-linkapil.org.ph)



## **NO DOLLAR IMPORTATION OF USED MOTOR VEHICLE**

### ***Qualification of Importers***

The following individuals are qualified to import a motor vehicle under the no-dollar import (NDI) program pursuant to Executive Order (EO) No. 156:

1. Returning residents who have resided abroad for at least one year (accumulated within the three (3) year period of his/her stay abroad up to the date of filing of the application).
2. Immigrants holding 13G Visa under Sec. 13 Sub g (13g) of the Philippine Immigration Act (PIA) of 1940
3. A foreign national married to a Filipino and a holder of 13A visa under Sec.13, Sub a (13A0 of the PIA.
4. Dual citizens
5. Special Resident Retirees Visa (SRRV) holder under the Philippine Retirement Authority (PRA) program
6. 47A2 Visa holder under the Balik-Scientist Program

### ***Allowable Motor Vehicles***

1. Left-hand drive motor vehicles not exceeding a gross vehicle weight of 3,000 kgs
2. Motorcycles and scooters
3. Registered under the name of the qualified importer at least six (6) months prior to submission of his/her application to the Bureau of Import Services

### ***Importation Procedures and Requirements***

A. Prior authority to import from the DTI-Bureau of Import Services (BIS) is required before shipment of the motor vehicle. A duly notarized application to import should be submitted or mailed to the DTI- BIS with the following documentary requirements:

For Philippine passport Holders

1. Notarized or Authenticated Affidavit of Undertaking;
2. 1 copy of 2 x 2 picture with signature;
3. Original or authenticated copy of complete pages of old and new passports;
4. Original or authenticated copy of Car Title or Registration (in case in a language other than English, an English translation shall also be submitted);
5. Processing fee of One Thousand Five Hundred Pesos (P 1,500.00) for cars and Nine Hundred Pesos (P 900.00) for motorcycle.

For Foreign Passport Holders (13A or 13G visa holder or dual citizens)  
For Foreigners under the Philippine Retirement Act (Holder of SRRVisa)  
For Filipinos/Foreigners of Filipino descent under the Balik Scientist Program (47A2 Visa)

1. Notarized or Authenticated Affidavit of Undertaking;
2. 1 copy of 2 x 2 picture with signature;
3. Original or authenticated copy of complete pages of old and new passports stamped with valid 13A or 13G Visa or SRRVisa or 47A2 Visa , as the case may be;
4. Original or authenticated copy of Car Title or registration (in case in language other than English, an English translation shall also be submitted);
5. Identification Certificate or Oath of Allegiance issued by the Bureau of Immigration of Philippine Consulate/Embassy for Dual Citizen;
6. Processing fee of One Thousand Five Hundred Pesos (P 1,500.00) for cars and Nine Hundred Pesos (P 900.00) for motorcycle.

Note: Authentication by the Philippine Consulate/Embassy abroad is required when original documents cannot be presented.

Non-original documents shall be authenticated by the Philippine Consulate/Embassy abroad.

B. The authority issued for this purpose shall be valid for a period of 180 days from date of issue.

C. Upon arrival of the motor vehicle, the BIS shall issue the Release Certificate upon compliance with the following:

1. Personal appearance of importer at the BIS.
2. Submission of the Import Entry Declaration with date of arrival and Examiner's findings and Bill of Lading after the BIS inspector conducted an ocular inspection of the motor vehicle at the Bureau of Customs.

### ***Taxes and Registration***

1. Taxes and duties payable on the motor vehicle as estimated by the Bureau of Customs under existing laws shall be paid in full. Tax credits, duty drawback certificates and similar instruments shall not be authorized for acceptance as payments of the taxes and duties levied on the motor vehicle.

2. The motor vehicle shall be registered at the Central Office of the Land Transportation Office (LTO) at East Avenue, Quezon City, and, such other LTO agency office as may be designated by the DTI Inter-Agency Committee. No right-hand-drive (RHD) motor vehicle imported under this program shall be registered by the LTO.

3. Secure local Emission Certificates prior to LTO registration under CMO No. 34-2001 in accordance with Section 2, Rule XXXII of the Clean Air Act (RA 8749).

**Other Provisions**

1. Any individual qualified under these Guidelines shall be granted authority to import a vehicle only once.
2. Only one (1) vehicle per family shall be allowed. If a family is composed of the husband, the wife and their unemancipated minor children, the family shall be allowed to import only one motor vehicle within the effectivity of the NDI guidelines.
3. There shall be no resale of the motor vehicle for three years.
4. Motor Vehicles subject to seizure and penalties
  - Importation of right hand drive (RHD) motor vehicles in violation of Republic Act. No. 8506.
  - Any motor vehicle imported in violation of these Guidelines and/or has arrived without prior authority shall be subjected to penalties provided under pertinent provisions of the Tariff and Customs Code including seizure proceedings.

Further inquiries should be addressed to:

**Import Administration Division****Bureau of Import-Services**

3rd Floor 389 TARA Building

Sen. Gil J. Puyat Avenue

Makati City 1200

Tel. No. (632) 896-4430

Fax No. (632) 896-4431

E-mail Address : bis\_ird@yahoo.com

Website : [www.dti.gov.ph/bis](http://www.dti.gov.ph/bis)



**CONDITIONALLY-FREE IMPORTATION**

Section 105 of the Tariff and Customs Code of the Philippines as amended by Executive Order No. 206 provides duty and tax free privileges to the following individuals, the extent of which varies as follows:

1. **Returning Resident.** Personal and household effects belonging to residents of the Philippines returning from abroad including wearing apparel, articles of personal adornment (except luxury items), toilet articles, instruments related to one's profession, used home appliances and analogous personal or household effects, excluding vehicles, watercrafts, aircrafts, and animals, purchased in foreign countries by residents of the Philippines, may be allowed entry free of duty, provided the following conditions are complied with:

1.2 A declaration of the owner under oath stating:

- a That the articles were acquired by purchase and used during their stay abroad and were necessary and proper for their comfort and convenience during their stay thereat.
- b That the said articles have accompanied them upon their return or have arrived within 60 days after their return.
- c That the same articles had been used by them from more than six (6) months abroad.
- d That they are not in commercial quantities nor intended for sale, barter or hire.
- e That the total dutiable value thereof does not exceed Ten Thousand Pesos (P10,000.00).
- f That he/she has not previously received the benefit under this section within three hundred sixty five days prior to his/her arrival.

1.3 If the total household effects (except luxury items) exceeds Ten Thousand Pesos

(P10,000.00), the excess shall be subject to a fifty percent (50%) ad valorem duty, across the board.

1.4 Use abroad may be established other than the owner's declaration by means of the following:

- a. Sales invoice or Deed of Purchase; and
- b. Actual condition of the articles as determined upon examination.

1.5 Unless the delay be due to unforeseen circumstances, unaccompanied personal and household effects arriving more than sixty (60) days, after arrival of the owner in the Philippines, shall not be admitted free of duty and taxes under this subsection.

2. **Overseas Filipino Workers.** Returning overseas contract workers shall have the privilege to bring in, duty and tax free, used home appliances provided that:
  - a That used home appliances shall be limited to one of each kind.
  - b The privilege has not been enjoyed during the calendar year declared under oath by the owner.
  - c The articles must accompany them upon their return or must arrive within sixty (60) days after the owner's return.
  - d Presentations of the owner's passport at the port of entry.
  - e The personal effects and/or the used home appliances shall not exceed Ten Thousand Pesos (P10,000.00) in dutiable value and that any excess shall be subject to the corresponding duties and taxes provided in the Tariff and Customs Code, as amended.
3. **Tourists.** Wearing apparel, articles of personal adornment, toilet articles, portable tools and instruments, theatrical costumes and similar effects accompanying them or arriving within a reasonable time before or after their arrival in the

Philippines, which are necessary and appropriate for the wear and use of such persons according to the nature of the journey, their comfort and convenience.

- 4. Foreign Consultants and Experts.** Personal and household effects and vehicles belonging to foreign consultants and experts hired by, and/or rendering service to the government, and their staff or personnel and families, accompanying them or arriving within a reasonable time before or after their arrival in the Philippines, are exempted provided that:
  - a. They are in quantities and of the kind necessary and suitable to the profession, rank or position of the person importing them
  - b. The goods extended duty and tax free privileges are not to be sold, bartered or traded
  - c. The Collector of Customs may in his discretion require either a written commitment or a bond in an amount equal to one and one-half times the ascertained duties, taxes and other charges thereon, conditioned for exportation thereof or payment of the corresponding duties, taxes and charges within six (6) months after the expiration of their term or contract.

**Documentary requirements for Balikbayan, OFW and Filipinos who stayed abroad for at least six (6) months continuously:**

- a. Letter request for duty and tax exemption
- b. Original passport
- c. Bill of Lading/Airway bill
- d. Packing list
- e. Affidavit of ownership
- f. Authority of Representative (in lieu of consignee)
- g. Declaration of value (for customs purposes only)
- h. Proof of residency/employment abroad for Filipino returning residents (if applicable)



**Documentary requirements for tourists:**

- a. Letter request for duty and tax exemption
- b. Original passport
- c. Bill of lading/airway bill
- d. Packing list
- e. Affidavit of ownership
- f. Authority of representative (in lieu of consignee)
- g. Letter application for visa with Department of Justice, Bureau of Immigration or Philippine Economic Zone Authority (for PEZA registered firms)
- h. Declaration of value (for customs purposes only)
- i. Contract of employment
- j. Employment certificate

**Documentary requirements for foreign consultants/experts:**

- a. Letter request for duty and tax exemption
- b. Favorable recommendation for conditionally-free release from the Head, Government Agency, in favor of the consignee
- c. Confirmation/Certification for the Head, Government agency that the consignee is a foreign consultant hired by and/or rendering services to the said government agency
- d. Original passport
- e. Bill of lading/airway bill
- f. Packing list/inventory list
- g. Contract/agreement (copy)
- h. Declaration of value (for customs purposes only)

**Documentary requirements for dual citizens, holders of 13(a) and 13(g) visa and expatriates of different visa statuses)**

- a. Letter request for duty and tax exemption
- b. Original passport (both foreign and Philippine passport)
- c. Bill of lading/airway bill
- d. Packing list
- e. Affidavit of ownership
- f. Authority of representative (in lieu of consignee)

- g. Declaration of value (for customs purposes only)
- h. Contract of employment (if applicable)
- i. Employment contract (certified true copy only) (if applicable)
- j. Tour of duty (certified true copy only) (if applicable)
- k. Birth certificate (copy) (if applicable)
- l. Marriage contract (if married to Filipino) (if applicable)

Further inquiries should be addressed to:

***Mabuhay Lane***

**Department of Finance**

Executive Tower Building

BSP Complex, Roxas Boulevard, Manila

Tel. Nos. (632) 526-8470/526-8458

Website: [www.dof.gov.ph](http://www.dof.gov.ph)



## EXCHANGE VISITOR PROGRAM

The Exchange Visitor Program (EVP) is a program of the government of the United States which seeks to facilitate educational and cultural exchanges between the peoples of the United States and that of other countries.

Through the interchange of knowledge skills and developments in the field of education, arts and sciences, the EVP seeks to provide foreign nationals an opportunity for professional and academic advancement and acquire for their home country the necessary skills and expertise for growth and development.

### ***Philippine EVP Committee***

Administrative Order 191 signed by Pres. Ramon Magsaysay established the Philippine EVP Committee tasked to coordinate Philippine participation in the program and properly channel the services of returned participants to the benefit of various government projects. Administrative Order 242 signed by Pres. Fidel V. Ramos redefined the function of the Committee and expanded its membership. EVP Committee

now consists of 11 agencies chaired by the Department of Foreign Affairs. Member agencies are:

1. Department of Health
2. Department of Education
3. Department of Labor and Employment
4. Office of the President
5. Department of Science and Technology
6. National Economic and Development Authority
7. Professional Regulation Commission
8. Commission on Higher Education
9. Technical Education and Skills Development Authority
10. Commission on Filipinos Overseas, which also serves as Secretariat

### Types of Participants

The following are the specific categories of participants under the EVP:

Type of Participant	Particulars	Duration
<b>Professors/Research Scholars</b>	To participate in international collaborative teaching and research efforts	3 years; may be extended to 6 years under exceptional circumstances
<b>Short-Term Scholars</b>	To lecture, observe, and participate in seminars, workshops, conferences, study tours, professional meetings or similar types of educational and professional activities	6 months maximum
<b>Trainees</b>	To participate in a structured training program in a workplace setting in a particular occupational category	18 months maximum
<b>College and University Students</b>	To study at a post-secondary accredited educational institutions for specific degree or non-degree programs	Not to exceed 24 months for non-degree programs except for full-time course

Type of Participant	Particulars	Duration
<b>Secondary School Students</b>	Students, between 15 and 18 years old, seeking to study in the US while living with an American host family or residing at accredited US boarding school	1 year maximum
<b>Teachers</b>	To teach full time in primary and secondary accredited educational institutions	3 years maximum
<b>Alien Physicians</b>	<p><b>Clinical Programs</b> -- Foreign medical graduates seeking to pursue graduate medical education or training in health institutions accredited by the Educational Commission for Foreign Medical Graduates (ECFMG)</p> <p><b>Non-Clinical Programs</b> -- Foreign medical graduates seeking to observe, consult, teach or research in university or academic institutions</p>	<p>7 years</p> <p>7 years</p>
<b>Specialists</b>	Experts in a field of specialized knowledge or skills seeking to consult, observe, demonstrate special skills in the field of mass media communication, environmental science, youth leadership, labor law, public administration, museum exhibitions, library science, among others	1 year maximum
<b>International Visitors</b>	Foreign nationals recognized as "potential leaders", and selected by the US State Dept. to participate in observation tours, discussions, consultations, conferences, etc.	1 year maximum
<b>Government Visitors</b>	Foreign nationals recognized as "influential or distinguished persons" and selected by federal, state, or local governmental agencies to participate in observation tours, discussions, consultations, conferences, etc.	18 months maximum

Type of Participant	Particulars	Duration
<b>Camp Counselors</b>	Youth workers, students, teachers, at least 18 years old, seeking to serve at US summer camps to engage in teaching, observing, and instructional activities	4 months maximum
<b>Summer Work Travel</b>	Post-secondary students, during their summer vacations seeking to participate in the American daily life thru temporary employment opportunities	4 months maximum
<b>Au Pairs</b>	Secondary school graduates, between 18 and 26 years old, seeking opportunity to live with an American host family, provide limited child care in the home, and attend a US post-secondary schools	1 year maximum Note: The Philippines imposed a ban on the deployment of Filipino women under 'Au Pair' arrangements effective 5 November 1997

### ***The J-1 Visa***

The J-1 is the non-immigrant visa issued to EVP participants who are coming temporarily to the United States to participate in educational and cultural exchanges to teach, lecture, study, observe, conduct research, consult, demonstrate skills, or receive training.

Dependents, including the accompanying spouse and unmarried children under 21 years of age of exchange visitors are issued the J-2 Visa.

### ***Two-Year Home Country Physical Presence Requirement***

It is critical to the success of the Exchange Visitor Program that exchange visitors and their family members on J visas return to their home-country to share their experiences in the United States with fellow citizens. As such, the two-year home-country physical presence

requirement is imposed under the EVP Rules and Regulations specifically to the following EVP participants:

1. Those whose participation in the program was financed in whole or in part, directly or indirectly, by an agency of the US government or by the government of the country of his/her nationality or last legal permanent residence.
2. Those whose training in specific fields of profession is included in the Exchange Visitors Skills List (The Philippines' Skills List was last amended on 04 October 2002, and duly adopted on 28 February 2003)
3. Those intending to receive graduate medical education or training

### ***Processing of EVP Applications***

The EVP Committee undertakes the following:

1. EVP certifies that:
  - a certain professional field in the Philippines need qualified specialists (this refers to the Exchange Visitors Skills List, a directory of skills which indicate the skills that are short in supply, and therefore very much needed in participating countries of the EVP)
  - the applicant for this specialization has filed a written assurance with the Philippine Government that he will return to the Philippines upon completion of training in the United States
2. Certifies that the Philippine Government has “no objection” to the waiver of the two-year home residency requirement for EVP participants after training
3. Conducts regular and structured seminar for departing EVP participants to provide them with a background of the EVP, the rationale for Philippine participation to the program, conditions and requirements of the EVP, the two-year home residency requirement, as well as pre-departure and post-departure concerns.

The EVP Committee, through the Commission on Filipinos Overseas, conducts pre-departure services for Filipinos issued the J-1 visa by the US embassy starting June 2000.

For more information, please contact:

**Projects Management Division  
Commission on Filipinos Overseas**

Citigold Center, 1345 Quirino Ave. cor. South Superhighway  
Manila, Philippines

Tel. Nos. (632) 561-8321 locals 604-608/561-8327

Fax No. (632) 561-8332

E-mail Address: [info@cfo.gov.ph](mailto:info@cfo.gov.ph)

Website: [www.evpcommittee.ph](http://www.evpcommittee.ph)



## BALIK SCIENTIST PROGRAM

The *Balik* Scientist Program is a program of the Department of Science and Technology (DOST) which allows foreign-based science and technology experts who are of Filipino descent to return or reside in the Philippines, and share their expertise in order to accelerate the scientific, agro-industrial and economic development of the country.

### ***Objective***

The *Balik* Scientist Program aims to strengthen the scientific and technological human resources of academic, public and private institutions in order to accelerate the flow of technologies and stimulate the development of new or strategically important technologies that are vital to national development and progress.

### ***Coverage***

The Program covers all Scientists and New Graduates who are actually residing abroad and have the intention of returning to the Philippines

for work. A Scientist/New Graduate, who arrives in the Philippines and already residing here for six (6) months or less prior to his/her filing of application with the Balik Scientist Program, may avail of the program.

However, the Balik Scientist Program may not cover Scientist who is considered as resident citizen of the Philippines and a New Graduate who resides here for a period exceeding six (6) months counting from the time of arrival in the Philippines up to the time of filing an application during the implementation of the aforesaid program.

### ***Definitions***

The following terms are defined as follows:

A ***Balik Scientist*** is a science and technology expert who is a Filipino citizen or a foreigner of Filipino descent, residing abroad and contracted by the Government to return and work in the Philippines along his/her field of expertise.

A ***Nonresident Citizen*** is an individual who leaves the Philippines to reside abroad, either as an immigrant or for employment on a permanent basis and whose employment thereat requires him/her to be physically present abroad most of the time.

A ***Resident Citizen*** is an individual who is physically/actually residing in the Philippines since birth or for a period exceeding six (6) months counting from the time of arrival in the Philippines.

A ***New Graduate*** is a Scientist who has obtained his/her doctorate degree for not more than two (2) years prior to filing of application to the Program, graduated from DOST-recognized science and technology foreign institutions and contracted to return and work in the Philippines along his/her field of specialization for a period of at least three (3) years.

### **Qualifications Of Balik Scientist Applicants**



1. The qualifications of a Balik Scientist Applicant to the program are as follows:

- He/She must be in good health, physically and mentally.
- He/She must be a holder of a graduate degree and must have practised his/her profession for not less than three (3) years after obtaining his/her masteral or doctorate degree and preferably working with the private sector, a reputable R & D institution and/or in the academe.
- He/She must have made an outstanding contribution in his/her field of specialization.

2. Provided however that a Balik Scientist Applicant with a highly specialized skill without a graduate degree may be qualified on special cases as long as his/her field of expertise must be consistent with the science and technology (S&T) priorities promulgated by the Department of Science and Technology (DOST).

3. A Balik Scientist Applicant categorized as New Graduate shall have the following qualifications:

- He/She must be in good health, physically and mentally;
- He/She must be a holder of doctorate degree; no experience required; and
- His/Her field of study must be consistent with the S & T priorities promulgated by DOST.

4. As a rule, a Balik Scientist Applicant who is a recipient of any grant (scholarship or fellowship and other similar grants) that requires him/her to come back to the country may not qualify under the two (2) programs except when such applicant holds an exchange visitor's visa (i.e. J-1 of USA) and whose training was self-solicited with no financial or service obligation with any public or private institution in the Philippines.

## ***Incentives***

A Balik Scientist Awardee shall be given incentives under any of the following Program:

### **1. Long Term Program**

- Provision of the peso equivalent of a one-way economy airfare for the Balik Scientist Awardee, spouse and only two direct minor dependents. For this purpose, minor dependents shall include children who are below 18 years old and those who are 18 years old and above but suffering from congenital disability, either physical or mental or any disability acquired before the age of 18 that renders them totally dependent on the Balik Scientist Awardee for support;
- Pre-paid return airfare for the Balik Scientist Awardee, spouse and only two direct minor dependents after satisfactorily serving his/her contract;
- Duty-free importation of professional instruments and implements, tools of trade, occupation or employment, wearing apparel, domestic animals, and personal and household effects in quantities and of the class suitable to the profession, rank or position of the persons importing them, for their own use and not for barter or sale, in accordance with Section 105 of the Tariff and Customs Code;
- No dollar importation of motor vehicle shall be allowed to Balik Scientist Awardee except in pursuance with the provision of the Board of Investments' Guidelines on No Dollar Importation of Second Hand Motor Vehicles of Returning Residents/Immigrants, and such other guidelines as may be issued by the Bureau of Importation Service and the Department of Trade and Industry.

- Exemption from payment of travel tax in accordance with Section 2 of Presidential Decree No. 1183. However, for those not falling under the exempted categories of Section 2 of Presidential Decree No. 1183 may be exempted under Section 3 of Republic Act No. 6768 approved on 3 November 1989, otherwise known as the Balikbayan Program;
- Housing may be arranged through pre-determined institutions;
- The family of the Balik Scientist Awardee/New Graduate shall be entitled for reimbursement of the freight expenses for 2 1/2 tones volume weight for surface shipment of a car and personal effect. In addition when traveling by air, the expert/new graduate is entitled to reimbursement for excess baggage not exceeding 20 kgs. per adult and 10 kgs. per minor dependent. Any excess shall be borne by the Balik Scientist Awardee/New Graduate;
- Grants-in-aid for research and development projects approved by the DOST Secretary;
- In line with the above, payment of the salary of the Balik Scientist Awardee under the long term program shall be the responsibility of the requesting institution. In the case of a DOST institution wishing to avail of the expertise of Balik Scientist Awardee but, is unable to do so due to unavailability of an appropriate position, said DOST agency, in consultation with the Balik Scientist Awardee, may propose a project within the priorities of DOST where the salary of the Balik Scientist Awardee could be charged. The Balik Scientist Awardee working in a DOST-funded project shall receive a salary rate commensurate to his/her qualifications. The performance of the Balik Scientist Awardee shall be evaluated annually by the DOST.
- Participants under the Program, including their dependents, as certified by the Department of Science and Technology, shall be granted by the Secretary of Justice special non-immigrant

visas under Section 47 (a) (2) of the Philippine Immigration Act of 1940, as amended, after compliance with the requirements therefor. Said participants including their dependents shall be exempted from the payment of visa, immigration and registration fees in accordance with existing laws and regulations.

- The length of the validity of said visas and their extension should be in accordance with the policy determined by the Secretary of Justice. The Secretary of Justice may refuse to grant a 47 (a) (2) visa to restricted aliens; and
- Assistance in securing a certificate of registration without examination or exemption from the licensure requirement of the Professional Regulation Commission to practice of profession, expertise or skill in the Philippines in accordance with Section 5 of Presidential Decree No. 223 dated 22 June 1973, as amended by Presidential Decree No. 657 dated 19 February 1975.

## **2. Short-Term Program**

- Free roundtrip economy airfare originating from a foreign country to the Philippines by direct route. Computation shall be based on the currency rate prevailing on the date when the airline ticket was purchased; and
- Daily subsistence allowance of 150 US dollar per day or as may be recommended by DOST Executive Committee (DOST EXECOM) and approved by the Secretary; and
- The aforementioned incentives shall be granted upon mutual consent by both parties (DOST and the Balik Scientist Awardee);
- In some instances, the incentives stated above may be increased upon approval by the Secretary based on the recommendation of the DOST EXECOM.

In exceptional or meritorious cases where substantial benefits will accrue to the receiving institution and to the national government, the basic educational requirement for a Balik Scientist Applicant to the Program may be waived.

### ***Procedure For Application***

1. Qualified Balik Scientist Applicant/host institution shall submit the following requirements:

- 1.1. Accomplished Balik Scientist Program (BSP) Form, with 2"x 2" photo and detailed curriculum vitae of the Balik Scientist Applicant;
- 1.2. Photocopy of the Balik Scientist Applicant's diploma or transcript of academic record or a certification of academic achievements from a credible local or international public/private institution/association;
- 1.3. Endorsement/Invitation letter from a credible local public/private institution/association (if application is submitted directly by the Balik Scientist Applicant);
- 1.4. Copy of a valid certificate of registration, valid professional license or a temporary special permit or any foreign license, or any valid documents for identification;

2. When applicable, a Balik Scientist Applicant under the Long Term Program (including New Graduate), in addition to the aforesaid requirements, must submit a detailed Statement of Research and/or Activity Plan with "conformance" of the Host Institutions.

On the other hand, a Balik Scientist Applicant under the Short Term Program, in addition to the aforementioned requirement, must submit a specific Term of Reference/Work Plan and expected output indicating the concurrence of the Host Institutions.

All application and requirements, including further inquiries of the Balik Scientist Applicant shall be addressed to:

**Balik Scientist Program**  
**Office of the Assistant Secretary**  
**Department of Science and Technology**

Gen. Santos Avenue, Bicutan  
Taguig City, Philippines  
P.O. Box 3596 Manila, Philippines  
Telefax No. (632) 837-2940  
Email: balikscientist@yahoo.com  
Website: www.bsp.dost.gov.ph



## THE PAG-IBIG OVERSEAS PROGRAM

The Pag-IBIG Overseas Program (POP) is a voluntary savings program which aims to provide Filipino overseas contract workers, immigrants and naturalized citizens the opportunity to save for their future and the chance to avail of a housing loan of as much as P 2 million.

### **Contribution Rate:**

The POP member shall contribute monthly an amount equivalent to US \$5. Should a POP member decide to apply for a housing loan and which to avail of a higher loanable amount, he would be required to upgrade his membership contribution as follows:

Pag-IBIG Membership Contributions		Loan Amount
POP	Pag-IBIG I & II	
US \$ 5	200	Up to P500,000
US \$ equivalent at point of availment	250	Over P500,000 – P600,000
	300	Over P600,000 – P700,000
	350	Over P700,000 – P800,000
	400	Over P800,000 – P900,000
	450	Over P900,000 – P1,000,000
	500	Over P1,000,000 – P1,100,000
	550	Over P1,100,000 – P1,200,000
	600	Over P1,200,000 – P1,300,000
	650	Over P1,300,000 – P1,400,000
	700	Over P1,400,000 – P1,500,000
	750	Over P1,500,000 – P1,600,000
	800	Over P1,600,000 – P1,700,000
	850	Over P1,700,000 – P1,800,000
	900	Over P1,800,000 – P1,900,000
950	Over P1,900,000 – P2,000,000	

The upgraded membership contribution shall be incorporated as part of the housing loan monthly amortization

#### **Dividend Rate:**

Variable dividends from surplus earnings of the Fund shall be distributed annually to all POP members, to be credited to their Total Accumulated Values (TAV).

#### **Membership Term/Maturity:**

The accumulated savings under the program may only be withdrawn at the end of five (5), ten (10), fifteen (15), or twenty (20) years at the option of the member upon membership registration. Withdrawal of

contributions shall be in Philippine peso. Contributions in foreign denomination shall be converted to Philippine peso based on the prevailing US dollar exchange rate as of payment date.

### **Loan Availment**

POP members may avail themselves of the housing loan benefit, subject to the provisions of the existing Consolidated Guidelines of the Pag-IBIG Housing Loan Program, through their immediate family members with the execution of a Special Power of Attorney (SPA), duly certified by the Philippine embassy or consulate in the country of their workplace. They can also avail of the Multi-Purpose Loan (MPL), subject to the existing guidelines of the MPL Program

### **Documents Needed For Refund Of Savings**

- Original copy of POP Passbook
- Application for Provident Benefit
- Special Power of Attorney ( if applicable)

### **Processing Period**

Three (3) working days

### **Payment Centers**

Remittance of Contributions may be made through the following accredited collecting banks:

#### **Europe**

PNB London (Savings Acct. No. 0725-219601-401)  
ABC UK (UKD 2000097)

#### **Asia Pacific**

PNB HK (Savings Acct. No. 0730-475270-501)

#### **United States of America**

Oceanic Bank (Savings Acct. No. 3700143)  
PNB New York (Savings Acct. No 1713)  
ABC Guam (Savings Acct. No. 5000-00355-4)



**Middle East**

BPI - Atrium (Savings Acct. No. 3124-0221-09) Speed cash  
ABC Head Office (Savings Acct. No. 1002-071759)

**Canada**

Bank of Nova Scotia (Savings Acct. No. 2164-10)

Remittance may also be made to any of the following banks:

RCBC (Savings Acct. No. 8000-08787-5)

PNB Makati Ave. (Savings Acct. No. 265706641-1)

LBP (Savings Acct. No. 2204-008496)

PCIB (Savings Acct. 5463-00176-8)

Members can file their application for membership, withdrawal of savings, remit or pay their monthly savings and make additional inquiries at the following offices:

**Pag-IBIG Overseas Program Office****PAG-IBIG**

6/F Atrium of Makati Building

Makati Avenue, Makati City

Tel. Nos. (632) 811-4401/27; 811-4347;

811- 4272/73; 811-4146

Fax No. (632) 848-8207

E-mail: [info@pagibigoverseas.com](mailto:info@pagibigoverseas.com)

Website: [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph)

**POP Overseas Offices**

(see [www.pagibigfund.gov.ph/pop/directory/dir\\_1.htm](http://www.pagibigfund.gov.ph/pop/directory/dir_1.htm))

Accredited Overseas Marketing Representatives

Metro Manila and Provincial Offices

Accredited Collecting Banks/Remittance Companies

## OFW (formerly PHILIPPINE SEAFARERS') ONE-STOP CENTER (OOSC)

The Philippine OFW One-Stop Processing Center (OOSC) is a facility where relevant government agencies engaged in the promotion of the interest and well-being of Filipinos seafarers and OFWs are physically represented to provide integrated and essential services to Filipinos overseas and efficiently respond to their needs.

It is envisioned to be a one-stop shop with appropriate mechanisms, facilities, equipment, information technology, and qualified and skilled personnel to enable and allow it to attend to the magnitude of Filipino seafarers' concerns and demands.

### ***Agencies Represented in the Center***

The following agencies are designated to form the OOSC and their respective functions include the processing and issuance of the following:

<b>Agency</b>	<b>Services</b>
Home Development Mutual Fund (PAG-IBIG)	membership information, registration, and other similar services
Department of Foreign Affairs (DFA)	passport
Maritime Training Council-National Assessment Center (MTC-NAC)	assessment of skills of new entrant seafarers and processing and issuance of certificates of proficiency under Chapters V and VI of the 1978 STCW Convention, as amended
National Bureau of Investigation (NBI)	NBI Clearance
Overseas Workers Welfare Administration (OWWA)	membership information, registration, and other similar services
Philippine Health Insurance Corporation (PHILHEALTH)	membership information, registration for membership and other similar services
Philippine Overseas Employment Administration (POEA)	employment contracts and Overseas Employment Certificates (OEC)
Professional Regulation Commission (PRC)	issuance marine deck and engineer officers' license and certificates of competency
Social Security System (SSS)	membership information, registration, and other similar services

For further information, you may contact OOSC at:

**Maritime Training Council (MTC)**

Tel. Nos. (632) 727-5716/ 725-1323

Telefax No. (632) 725-1266

E-mail: [info@mtc.gov.ph](mailto:info@mtc.gov.ph)

Website: [www.mtc.gov.ph](http://www.mtc.gov.ph)



**Philippine Overseas Employment Administration (POEA)**

G/F, POEA Building,

Corner EDSA and Ortigas Avenue, Mandaluyong

Tel. No. (632) 726-8962

Telefax No. (632) 721-9493

E-mail: [maritime\\_poea@hotmail.com](mailto:maritime_poea@hotmail.com)



## SOCIAL SECURITY AGREEMENTS OF THE PHILIPPINES

### *The Social Security System*

The Social Security System administers the provision of social security protection to workers and their beneficiaries in the private sector. It was created by virtue of Republic Act 1161, as amended, or the Social Security Act of 1954. R.A. 8282, which was signed into law on May 1, 1997, further strengthened SSS by providing better benefit packages, expansion of coverage, flexibility in investments, stiffer penalties for violation of law, condonation of penalties of delinquent employers and the establishment of a voluntary provident fund for members. The SSS vision is to develop and promote a viable, universal, and equitable social security protection scheme through world-class service.

### *Social Security Benefits*

The SSS administers two programs namely:

1. The Social Security Program
2. The Employees Compensation (EC) Program

The Social Security Program provides replacement income for workers in times of disability, sickness, maternity and old age. It also provides assistance for death and funeral expenses. The EC program provides double compensation to the worker when the illness, death or accident occurs during work-related activities. EC benefits are granted only to members with employers other than themselves. Members may avail of assistance in the form of salary, housing, house repair and improvement, and calamity loans.

### ***SSS Coverage***

SSS coverage is either compulsory or voluntary. The following are subject to SSS compulsory coverage:

#### **1. Employee**

- a. Private employees, whether permanent, temporary or provisional, who are not over 60 years old
- b. Household helpers earning at least P1,000 a month
- c. Filipino seafarers upon signing of the standard contract of employment between the seafarer and the manning agency which, together with the foreign ship owner, act as employers
- d. Filipino employees of foreign governments, international organizations, or their wholly-owned instrumentality based in the Philippines, which entered into an administrative agreement with SSS
- e. Parent, spouse or child below 21 years of age, of the owner of a single proprietorship business

#### **2. Employers**

- a. Employers, or any person who uses the services of another person in business, trade, industry or any undertaking. A social, civic, professional, charitable and other non-profit organization which hire the services of employees are considered “employers.”

- b. Foreign governments, international organizations or their wholly owned instrumentalities such as embassies based in the Philippines.

### **3. Self-Employed**

Self-employed persons regardless of trade, business occupation, with an income of at least P1,000 a month, and who are not over 60 years old. They include self-employed professionals; business partners, single proprietors and board directors; actors, directors, scriptwriters and news reporters who are not under any employer-employee relationship; professional athletes, coaches, trainers and jockeys; farmers and fisherfolks; and workers in the informal sector such as cigarette vendors, watch-your-car boys, and hospitality girls.

#### ***Voluntary Coverage***

1. Members who are separated from employment or ceased to be self-employed or overseas Filipino workers or non-working spouse who would like to continue paying contributions
2. A Filipino recruited in the Philippines by a foreign-based employer for employment abroad or one who legitimately entered a foreign country (i.e. tourist, student) and is eventually employed.
3. A person legally married to a currently employed and actively paying SSS member who devotes full time in the management of household and family affairs may be covered on a voluntary basis provided there is the approval of the working spouse. The person should never have been a member of the SSS. The contributions will be based on 50 percent of the working spouse's last posted monthly salary credit but in no case shall it be lower than P1,000.

### ***Registration and Contribution Procedures***

An OFW may register for membership or continue his/her contribution by visiting the nearest SSS office prior to departure and filling out the Overseas Worker Record Form (OW-1). New members need to submit a photocopy of their birth certificate, baptismal certificate or passport.

SSS also offers OFWs and emigrants a voluntary provident fund known as the **SSS Flexi-fund**. Membership is open to the following Filipinos overseas:

1. Those who are recruited in the Philippines by a foreign-based employer for employment abroad
2. Those who have a source of income in a foreign country
3. Those who are residing permanently in a foreign country

Filipinos overseas may contact any of the foreign branches of SSS to file their application or submit applications via mail or e-mail addressed to the Foreign Branch Expansion and Monitoring Department with address below. An overseas Filipino can pay his contribution to the fund anytime, provided that, at the time of payment the maximum required monthly contribution is paid to the regular Social Security program. Any amount paid in excess of the required maximum monthly contribution to the regular Social Security program shall be applied to the fund. An overseas Filipino may continue paying the contribution under this fund even after the termination of his overseas employment, as long as he/she continues to pay the required maximum contribution to the regular Social Security program. Payments shall cease upon filing of a final claim under the regular SSS program. The SSS Flexi-Fund's benefits include retirement, death and disability benefits, and early withdrawal of funds. The program is tax-free and funds can be withdrawn as early as three years after commencement, including interest.

The monthly contributions of Filipinos overseas will be based on the monthly earnings declared at the time of registration computed in Philippine currency. The SSS has a schedule of contributions from which

the voluntary members may choose their declared earnings and monthly contributions. The contributions and loan amortization may be paid through any SSS accredited banks.

### ***Effectivity of Coverage***

Compulsory coverage for an employee takes effect on the first day of employment or as determined by the agreements between SSS and his/her foreign employer i.e. foreign governments, international organizations, embassies. For employers, compulsory coverage takes effect on the first day of hiring of employees while for self-employed persons, upon first payment of contribution.

In the case of voluntary coverage for an overseas Filipino, it takes effect upon first payment of contribution in case of initial coverage. For a non-working spouse, it takes effect upon payment of contribution, while for a separated member, on the month he/she resumed payment of contribution.

### ***Social Security Agreements Signed by the Philippines with Other Countries***

The Philippines has entered into international social security agreements that allow Filipinos overseas to maintain their social security rights. In general, these agreements provide for the totalization of periods of insurance, employment, or residence and of assimilated periods for the purpose of the acquisition, maintenance or recovery of rights and calculation of benefits. Thus, a person who did not complete the required payment years in the Philippines may still receive benefits if his/her total years of contribution in the Philippines and the contracting party will make him/her eligible to receive benefits. Calculations will be based largely on the agreement between the two parties. Fund transfers and mutual administrative assistance are also enclosed in these agreements. Fund transfers provide for the movement of benefits and cost in accordance with the conditions and procedures agreed upon by both parties. The contracting parties likewise provide administrative assistance in facilitating the application for social security and claims free of charge. To date, the Philippines has entered

into social security agreements with eight countries and one provincial territory: the United Kingdom, France, Austria, Spain, the Netherlands, Canada, Switzerland, Belgium, and Quebec.

For more information, please contact:

***International Affairs and Branch Expansion Office***

**Social Security System**

3/F, SSS Building, East Avenue, Diliman, Quezon City

Tel. Nos. (632) 924-7822 / 435-9878 / 435-9814

Fax No. (632) 435-9814

E-mail: [member\\_relations@sss.gov.ph](mailto:member_relations@sss.gov.ph)

Website: [www.sss.gov.ph](http://www.sss.gov.ph)



or any SSS branch in the Philippines or the corresponding Social Security agency in your host country.

## MEDICARE (PHILHEALTH)

In March 1, 2005, PhilHealth assumed the administration of the Medicare Program for Overseas Filipino Workers from the Overseas Workers Welfare Administration by virtue of Executive Order No. 182 as amended. The said transfer of program completed the consolidation of different Medicare programs separately administered by the Government Service Insurance System for public sector workers and the Social Security System for those in the private sector.

It also paved the way for the creation of the Overseas Workers Program or OWP as a regular membership category in PhilHealth. The OWP covers all land-based overseas Filipino workers whose jobs are covered by appropriate job contracts with overseas-based employers.



### ***Qualified Dependents***

Aside from OFWs, the following legal dependents enjoy PhilHealth coverage without additional premiums:

1. Legal spouse (non-member or membership is inactive)
2. Child/ren - legitimate, legitimated, acknowledged and illegitimate (as appearing in birth certificate) adopted or step below 21 years of age, unmarried and unemployed. Also covered are child/ren 21 years old or above but suffering from congenital disability, either physical or mental, or any disability acquired that renders them totally dependent on the member for support.
3. Parents (non-members or membership is inactive) who are 60 years old, including stepparents (biological parents already deceased) and adoptive parents (with adoption papers).

All of the qualified dependents are entitled to a separate coverage for up to 45 days per calendar year. However, their 45 days allowance will be shared among them.

#### **Important:**

All dependents need to be declared and/or updated with PhilHealth to include them in the Member Data Record or MDR, and the member's official membership profile with PhilHealth. The updated MDR will make benefit availments easier and convenient.

### ***Benefits***

Members are entitled to the following benefits:

#### **1. In-patient coverage**

Subsidy for room and board, drugs and medicines, laboratories, operating room and professional fees for confinements of not less than 24 hours. Please refer to the table of rate ceilings/maximum allowances for inpatient coverage at the Philhealth website.

## **2. Out-patient coverage:**

Day surgeries, dialysis and cancer treatment procedures such as chemotherapy and radiotherapy in accredited hospitals and free-standing clinics.

## **3. Special benefit packages:**

- \* Enhanced Outpatient Benefit Package
- \* Coverage for up to the fourth normal delivery
- \* Newborn Care Package
- \* TB treatment through DOTS
- \* SARS and Avian Influenza Package
- \* Influenza A (H1N1) Package

### ***Availment conditions***

The following must first be met to avail of the PhilHealth benefits:

- \* Availment must be within the validity period as stated in the Member data record or MDR or in the payment receipt.
- \* The 45 days allowance for room and board of the member and the separate 45 days allowance shared among the dependents have not been consumed yet.

### ***Benefit availment procedures***

#### **For outright/automatic deduction of benefits:**

- \* Submit to the billing section the following prior to discharge from the hospital:
  - o Duly accomplished PhilHealth Claim Form 1 (original)
  - o Clear copy of MDR.

+ If MDR is not available, submit official receipt of applicable premium payment

+ If qualified dependent is not listed in the MDR - submit applicable proof of dependency

- \* Agree with the attending physicians on how much is left to be paid for their services over the professional fee (PF) benefit.
- \* Upon submission of all applicable documents, the billing section will compute and deduct the benefits from the total hospital bill.

For direct filing/reimbursement:

Submit the following to PhilHealth or through the hospital in addition to the documents mentioned earlier within 60 calendar days after discharge:

- \* PhilHealth Claim Form 2 (to be filled up by the hospital and attending physicians)
- \* Official receipts or hospital and doctor's waiver
- \* Operative record for surgical procedures performed

For confinements abroad:

Submit the following within 180 days after discharge. Overseas confinements shall be paid based on Level 3 hospital benefit rates.

- \* PhilHealth Claim Form 1
- \* MDR or supporting documents
- \* Proof of applicable premium payments
- \* Original official receipt or detailed statement of account (written in English)
- \* Medical certificate (written in English) indicating the final diagnosis, confinement period and services rendered.

***Post availment reminders:***

After the automatic deduction or reimbursement of the benefits, PhilHealth will send (to the address where the member have indicated in the claim form) a benefit payment notice or BPN. The BPN is a report

of actual payments made by PhilHealth relative to the confinement/availment. Should there be discrepancies or if there are other concerns pertaining to the benefit availments, one may contact PhilHealth or your health care providers and bring the BPN as reference document.

### **Continuing PHILHEALTH Coverage**

The following are some of the options available if one wishes to continue his/her PhilHealth coverage. Use the M2 Form to update PhilHealth of changes in the membership status. Just be sure to have the form duly acknowledged by PhilHealth.

- If no longer an active OFW or is currently in the Philippines waiting for another overseas contract:  
Register as an Individually Paying Member and continue paying the premiums for only P 300/quarter at any PhilHealth Offices or accredited payment centers. Payment can be made quarterly, semi-annually or annually.
- If gaining formal employment in the Philippines:  
Provide the employer with one's PhilHealth Identification Number or PIN for their use in remitting the premiums as an Employed member.
- If already reached 60 years old and have contributed at least 120 monthly premiums and is not gainfully employed:  
The member may register under as a Lifetime Member to enjoy lifetime coverage together with his/her qualified dependents.

For more information, you may visit the nearest PhilHealth regional/service office or contact:

#### **Overseas Workers Program (OWP)**

##### **PHILHEALTH**

11/F Citystate Centre, 709 Shaw Boulevard, Pasig City 1603,

Tel. Nos. (632) 637-3754, (632) 637-9999 loc. 1122 & 1124

Mobile No. 09189635396

Email: [owp@philhealth.gov.ph](mailto:owp@philhealth.gov.ph)

Website: [www.philhealth.gov.ph](http://www.philhealth.gov.ph)

**OWP Operations Center**

POEA Ortigas Ave. cor. EDSA, Mandaluyong City  
Tel. Nos. (632) 721-9414; (632) 7255178



## OVERSEAS WORKERS WELFARE ADMINISTRATION

The Overseas Workers Welfare Administration (OWWA) is an attached agency of the Department of Labor and Employment (DOLE), and is the primary government agency mandated to protect and promote the welfare and well-being of Overseas Filipino Workers (OFWs) and their dependents. The Agency works to fulfill its two-fold mandate which are: the delivery of welfare services and benefits; and insuring capital build-up and viability of the Fund.

The membership of legally deployed OFWs to the Fund is mandated by law through the payment of prescribed contribution. All documented deployed workers are required to pay the designated fees by enrollment upon processing of contract at the Philippine Overseas Employment Administration (POEA). For those that are undocumented or illegal workers, they have the option to acquire membership to OWWA through the Voluntary Membership Program (VMP) at the different OWWA Welfare Offices abroad. Membership coverage is on a per contract basis up to a maximum of two (2) years.

### Programs

#### ***1. Programs for Overseas Filipino Workers (OFWs), their Families and Dependents***

##### ***A Insurance Program***

OWWA offers the most inexpensive insurance program that provides the best coverage for OFWs in the market. With a membership fee of US\$ 25.00, an OFW member is provided with maximum benefits and services for the duration of the coverage.

#### ***1. Life/Accident Insurance***

Life insurance coverage for the duration of his employment contract or for a maximum of two years with double indemnity and disability dismemberment benefits. Coverage includes P 100,000.00 for natural death (sickness, illness, disease) and P 200,000.00 for accidental death.

### ***2. Disability and Dismemberment Benefits***

Entitled to disability/dismemberment benefits ranging from P 2,000.00 to P 50,000.00.

### ***3. Total Disability Benefits***

A member shall be entitled to P 100,000.00, in case of total permanent disability.

### ***4. Burial Benefit***

A burial benefit of P 20,000.00 shall be provided in case of the member's death.

### ***Basic Requirements for Life Insurance, Disability, Dismemberment and Burial Benefits:***

1. Passport (for Land-based OFW) Seaman's Service Record Book (for sea-based OFW)
2. Certificate of Membership issued by the OWWA Membership Processing Center (MPC)
3. OFW/Seaman's undertaking executed by claimant (for death claim)

### ***Documentary Requirements for Life Insurance Benefits:***

1. Original Death Certificate issued by Local Civil Registrar (LCR) or Authenticated by National Statistic Office (NSO) or Foreign Death Certificate for OFW who died abroad and accident report for death due to accident
2. Burial Permit
3. Official receipt of funeral expenses
4. Picture of claimant (2 pieces)

5. Any of the following applicable documents certified by LCR *INSO*:

- Marriage certificate - if claimant is the spouse
- Birth certificate of OFW - if claimant is the mother or father
- Birth certificate of child and death certificate of deceased spouse- if claimant is the child
- Certificate of no marriage

\* In the absence of birth/marriage certificate, the following must be submitted:

- a. Certificate from LCR that fact of marriage birth is not recorded in the civil registry
- b. Baptismal/marriage certificate certified by the Parish priest /office
- c. Affidavit of two (2) disinterested persons re facts of birth / marriage and claimant's relationship to the deceased

### ***Documentary Requirements for Disability Benefit***

1. Foreign medical certificate
2. Medical certificate issued by the local attending physician with medical examination procedure, e.g., X-ray, MRI, CT Scan
3. Accident report

### ***Releasing Requirements***

Please present any 2 (original and valid copy) of the following:

1. Passport
2. Office ID
3. Postal ID
4. Driver's license
5. Original NBI clearance
6. Senior Citizen ID

### ***B. Education and Training Benefits***

OWWA provides educational assistance and skills development benefits. An OWWA member may avail for themselves or their duly designated beneficiaries any of the following scholarship programs.

Some are subject to a selection process and accreditation of participating institutions.

The programs intend to assist in ensuring educational opportunities for member OFWs, dependents of deceased former OFWs, displaced and low-income OFWs. It is aimed to enhance the employment marketability and augment government efforts in maintaining highly qualified manpower pool in the country for local and overseas jobs.

### ***1. Education for Development Scholarship Program (EDSP)***

- Scholarship grant offered annually to 100 qualified beneficiaries/dependents of OWWA member-OFWs.
- Any 4 to 5-year baccalaureate course of their choice offered by a CHED accredited college or university.
- The applicant must belong to the top 100 examinees conducted annually through DOST.
- The awardees must maintain the grade requirement of the program for the continuance of the scholarship until the completion of the course.
- Financial assistance amounting to P 30,000.00 per semester. The OWWA pays the scholar's tuition directly to the school and releases the remaining amount upon the scholar's submission of his/her grades for a semester.

### ***Scholarship Privileges***

1. Financial assistance amounting to P 30,000.00 per semester
2. The scholar may choose his / her desired program/course offered by a CHED-accredited college or university
3. Scholarship shall continue until completion of the course (4-6 years), regardless of the status of OFW membership provided the Scholarship Agreement is complied with.

### ***Eligibility Requirements***

1. Must be a child of a married OWWA member or brother / sister of an unmarried OWWA member



2. Must be 21 years old or below
3. Must be a Filipino citizen
4. Be in good health and with good moral character
5. Must have an average grade of at least 80% and belong to the upper 20% of the graduating class

### ***Documentary Requirements***

1. Accomplished application forms (2 sets)
2. 1"x 1" ID pictures (2 copies)
3. Proof of relationship to Member (copy of Birth Certificate of applicant and of the Member if related as brother or sister duly certified by the Local Civil Registrar or NSO)
4. Form 137 or Transcript of Records with Principal's Certification on Scholastic Standing
5. Proof of OWWA membership (i.e. Official Receipt of OWWA Contribution/Certification from OWWA Membership Processing Center)
6. Health Certificate attesting to physical fitness of applicant (Form B)
7. Certificate of Good Moral Character issued by the School Principal/Guidance Counselor (Form C)
8. Certification that applicant belongs to upper 20% of graduating class issued by school principal (2 sets)
9. Statement of applicant that he/she has not earned units in any postsecondary / undergraduate course (Form E)
10. Sworn Statement that he/she has no pending application for resident immigrant status in any country and does not have dual citizenship signed by parent or legal guardians (Form F)

### ***2. Skills-for-Employment Scholarship Program (SESP)***

- Scholarship program that OWWA offers in coordination with the Technical Education and Skills Development Authority (TESDA).
- Applicant may avail of either a one-year technical or a vocational course.
- Financial assistance ranges from P 7,250.00 for a vocational course for up to P 14,500.00 for a technical course.

- Course offerings include: agriculture and fishery; processed food and beverages; tourism (hotel and restaurant); decorative crafts and ceramics; gifts, toys and housewares; jewelry; metals and engineering; furniture and fixtures; garments; construction; communication!electronics/information technology; maritime; land transport; health, social services; and other community, social and personal services.

### ***Availment Requirements***

1. Must be an active OWWA member (land-based or sea-based) or beneficiary/dependent of an active OWWA member
2. Must pass the TESDA qualifying examination or Multiple Aptitude Battery Test (MABT) on the program of choice
3. Have at least one (1) recorded membership contribution

Three (3) additional membership contributions are required for subsequent availment. After completing the course, must submit for competency assessment and certification administered by TESDA or its accredited testing center.

### ***Qualified beneficiaries/dependents***

1. Child not older than 21 years old or spouse of a married OFW
2. Brother/sister not older than 21 years old of an unmarried OFW

### ***Documentary Requirements***

1. Accomplished application forms (2 sets)
2. 1"x 1" ID pictures (2 copies)
3. Form 137/ HS Report Card or Transcript of Records/ official copy of grades
4. Proof of OWWA Membership: official receipt of OWWA contribution / OFW E-Card
5. If a Member's beneficiary: proof of relationship to OWWA member (e.g. copy of marriage contract and/or birth certificate of both OFW and applicant/dependent duly certified by the Local Civil Registrar)

### ***3. Seafarer's Upgrading Program (SUP)***

- Intended to provide seafarers who are OWWA-member with job-related training in priority maritime courses identified by the Maritime Training Council (MTC).
- Designed to upgrade the skills, and develop the expertise of Filipino seafarers in accordance with technological advancements and international maritime standards.
- Financial assistance for training costs, ranging from a minimum of P 1,200.00 to a maximum of P 7,500.00.

#### ***Course Offerings***

The Seafarers' Upgrading Program is intended to provide OWWA-member seafarers job-related training in priority maritime courses identified by the Maritime Training Council. It is designed to upgrade the skills, and develop the expertise of Filipino seafarers in accordance with technological advancements and international maritime standards.

#### ***Availment and Documentary Requirements***

All Filipino seafarers who are OWWA members are entitled to avail of the program once every three (3) contributions. Availment may be assured upon first (1st) payment. Documents required are:

1. Accomplished application form
2. Seamen's Identification and Record Book (SRIB)
3. Proof of OWWA Membership (or of contribution)
4. 1"x 1" photo (2 copies)
5. Latest residence certificate

### ***4. DOLE-OWWA Tulay Microsoft Project***

- Provides Information Technology (IT) training to OFWs and their families, and access to technology that will enable them to communicate through the internet.

- Gain IT skills that will enhance their work, thus increasing their employability.
- Help them become more competitive in pursuing a career in the country upon their return.
- OFWs and their families learn the basics of computer applications such as :
  - a. MS Word
  - b. Powerpoint
  - c. Excel
  - d. Internet and e-mail use

### ***5. Tuloy-Aral Project (TAP)***

- Assistance to the children of less fortunate former OFWs to continue their elementary and high school education.
- Identify OFWs who are successful, financially stable and in good standing to act as prospective foster parents.
- At US \$ 100.00 financial support per year, they will be able to send a childbeneficiary to school.
- The amount will help cover for expenses such as books, school supplies, materials for projects, transportation, authorized school contributions, and allowance for the whole school year.

### ***6. Pre-Departure Orientation Seminar (PDOS) Program***

- Mandatory training required to all departing workers.
- Designed to prepare them for their new life overseas.
- Aims to enable them to successfully adjust to their new working environment.
- As part of the drive to strengthen the PDOS Program, the OWWA has initiated the Language Training and Culture Familiarization Program.

### **C. Family Welfare and Assistance Program**

***I. Repatriation Program*** - provision of services to facilitate immediate repatriation of distressed OFWs, medically-ill OFWs, human remains, etc. like airport assistance, domestic transport, temporary shelter, etc.

It pertains to all processes and services needed to effect the return of the OFW to his/her home. Recovery and rehabilitation services are also provided when necessary. It also includes negotiations with employers, agents, and host country authorities; facilitation of the immediate repatriation of distressed OFWs, medically-ill OFWs, human remains, and mentally disturbed; airport assistance; domestic transport; temporary shelter; coordination with families.

While the direct cost for the repatriation of workers to the Philippines is the primary responsibility of the principal/employer and/or the recruiting agency, the OWWA undertakes repatriation of the workers in the following cases:

### **1. Emergency Repatriation**

The OWWA, in coordination with DFA and POEA, and international agencies in urgent situations, undertakes the repatriation of workers in cases of war, epidemic, disasters or calamities, natural or man-made, and other similar events without prejudice to reimbursement by the responsible principal or agency within sixty (60) days from notice.

### **2. Mandatory Repatriation of Under-aged Migrant Workers**

The responsible officer at the foreign service posts immediately cause the repatriation of under-aged Filipino migrant workers. The cost attendant to this activity shall be borne correspondingly by the agency and/or principal, or of the OWWA as the case may be.

### **3. Other Cases**

In all cases where the principal or agency of the worker cannot be identified, located or had ceased operations, the worker is in need and

without means, the OWWA personnel at the jobsites, in coordination with the POEA or DFA, causes the repatriation. All costs attendant to the repatriation borne by the OWWA are chargeable to the Emergency Repatriation Fund without prejudice to the OWWA requiring the agency/ employer or the worker to reimburse the cost of repatriation, in meritorious cases.

## ***2. Reintegration Program***

The Program covers two (2) major components - economic and psycho-social components.

The psycho-social components includes community organizing or organizing of OFW family circles and services like social counseling, family counseling, stress debriefing, and training on capacity building, value formation, etc.

The economic component on the other hand, includes social preparation programs for livelihood projects or community-based income generating projects, business and skills training, credit facilitation and lending, and networking with support institutions.

At present, the economic component has two (2) loan programs: the OWWA-NLSF Livelihood Development Programs for OFWs (LDPO) and the OFW Groceria Project.

### **a. The OWWA-NLSF LDPO Project**

- A joint undertaking of OWWA and the National Livelihood Support Fund (NLSF)
- Addresses the economic component of the OFW Reintegration Program
- Meant to further improve access to entrepreneurial development opportunities and credit facilities to OFWs, their families, and organizations

***Acceptable Purposes of Loan***

1. Working capital - for purchase of merchandise goods and/or raw materials
2. Business assets acquisition (except lot) - for purchase of machines/equipment
3. Business site construction or improvement

***Eligible Borrowers***

1. Member OFWs and former member OFWs
2. Their immediate family members (one family member per one OFW)
3. For married OFWs: spouses or children of legal age
4. For single OFWs: parents or siblings of legal age
5. OWWA LOPO beneficiaries with good repayment records
6. Legally organized groups of OFWs (partnerships/corporations, OFW organizations/associations/cooperatives & Federations)

## Collateral Loan Window

### 1.a Individual Borrower

Loan Ceiling	P200,000.00 (maximum per qualified borrower)
Interest Rate	9%p.a.
Debt:Equity Ratio	85: 15 ratio
Collateral Coverage	100 %

### 1.b Group Loan Borrower

Loan Ceiling	P 1,000,000.00 (maximum per group)
Interest Rate	9%p.a.
Debt:Equity Ratio	85: 15 ratio
Collateral Coverage	100 %

\* Partnerships with less than five (6) members are entitled to a maximum of PHP 200,000.00 each member

\* Service Fee = Four percent (4%)

\* Facilitation Fee = Three percent (3%)

\* Total interest rate per annum plus fees not to exceed 16%

Interest Rate	Prevailing market rate
Collateral	Promissory notes
Loan utilization	Livelihood projects



**Loan Requirements****For Individual Borrowers**

1. Proof of OWWA Contribution (passport with POEA-LAC stamp, information sheet from OWWA, POEA-attested Employment Certificate, or E-card)
2. Business Plan / Project Feasibility Study
3. Financial Statement in case of existing business
4. Business permit / license (pre-release condition)
5. Collateral papers (REM or chattel mortgage)

***Additional Requirements if availee is an immediate family member:***

1. Marriage contract and consent (for married borrowers)
2. Birth certificate and authorization (for single OFWs)

**For Group Borrowers**

1. Proof of OWWA contribution at least among officers
2. Business plan
3. Financial statement in case of existing business
4. Collateral papers / Ownership Titles
5. Promissory Note for Non-collateral Loan Window

***Additional Requirements for group loan borrowers:***

1. Registration with Securities and Exchange Commission (SEC) for partnerships & corporations; Cooperative Development Authority (CDA)

for cooperatives; and Department of Labor and Employment (DOLE) for associations.

2. Basic organizational instruments:

- a. Articles of Incorporation for corporations
- b. Ratified group By-Laws or Mutually Agreed Term for partnerships
- c. Articles of Incorporation for cooperatives
- d. Constitution and By-laws for associations

3. Board resolution or group/partnership resolution specifying intent to undertake a group/partnership project or expand a group/partnership project using capital to be borrowed from the OWWA-NLSF-LDPO

***Loan Application***

Loan applications may be filed at all OWWA Regional Welfare Offices together with the following standard requirements:

1. Accomplished application form (with 2x2 picture)
2. Sketch and routes of residence and/or business site
3. Other requirements if applicable:
  - o Price quotation
  - o Bill of materials or building plan

***Assets Acceptable as Collateral and Required Documents (For Collateral Loan Window)***

1. Real Estate Property - unmortgaged with no delinquent realty tax and with appraised value of not less than the loanable amount.

**a. Land title**

- Transfer Certificate of Title (TCT)
- Tax Declaration
- Current Realty Tax Payment Receipt
- Location Plan with Vicinity Map

**b. Ancestral Land**

- Tax declaration
- Certificate of Non-Delinquency

2. Chattel/motor vehicles / machines / equipment (brand new up to 3 years)

**a. Motor vehicle**

- certificate of Registration
- Insurance Policy Coverage

**b. Equipment/machine**

- official receipts

**D. Workers Assistance and On-Site Services**

The OWWA provides and sustains assistance to all its members in all its regional and overseas offices. Services that members and their families and beneficiaries may avail on-site includes:

1. locating missing OFWs;
2. negotiation and conciliation services
3. providing information and guidance;
4. research and development of materials for the Pre-Departure Orientation Seminars
5. conducting psycho-social counseling
6. conciliation services
7. paralegal advise and assistance
8. outreach missions
9. training

On behalf of the OFW, the OWWA may provide appropriate representation with employers, agents and host authorities.

The OWWA established seventeen (17) Regional Offices nationwide to service the needs of the OFW member and their families locally. The

venue of the implementation of all OWWA Programs in the Philippines are the Regional Welfare Offices (RWOs).

For more details on OWWA's programs and services, you may contact:

**OVERSEAS WORKERS WELFARE ADMINISTRATION**

OWWA Center Bldg., 7th St. cor. F.B. Harrison

Pasay City

Tel. nos. (632) 891-7601 to 24

Fax nos. (632) 551-6651/833-0187

E-Mail: [opcenter@owwa.gov.ph](mailto:opcenter@owwa.gov.ph)

Website: [www.owwa.gov.ph](http://www.owwa.gov.ph)



## RETIREMENT PROGRAM

The **Philippine Retirement Authority (PRA)** is a government owned and controlled corporation created by virtue of Executive Order No. 1037. It offers a retirement program for qualified foreigners and former Filipinos who would like to spend their retirement years in the Philippines through the SRRV.

The **Special Resident Retiree's Visa (SRRV)** is a non-immigrant multiple-entry visa issued by the Bureau of Immigration of the Republic of the Philippines through the PRA to foreigners and former Filipino citizens.

### *Benefits*

1. Option of permanent residency - may live, retire and invest in the Philippines indefinitely;
2. Multiple-entry privileges – may come in and go out of the Philippines, anytime;
3. Exempted from the Bureau of Immigration Exit Clearance and Re-Entry Permits;
4. Exempted from the Bureau of Immigration's Annual Registration requirement;
5. Exempted from the Bureau of Immigration's I-Card;
6. Exempted from the Custom's Duties and Taxes for the importation of personal effects and household goods up to

US\$7,000.00;

7. Exempted from Travel Tax, if stay in the Philippines is less than one year from the last entry date;
8. Exempted from Special Study Permit;
9. Assistance in securing/obtaining documents from other Government Agencies, such as:
  - *Department of Labor & Employment* - Alien Employment Permit
  - *National Bureau of Investigation* – Clearance
  - *Department of Finance* - Tax Exemption/Extension Certificate
  - *Bureau of Internal Revenue* - Tax Identification Number
  - *Land Transportation Office* - Driver's License
10. Tax-free remittance of Annuities and Pensions;
11. Repatriation of the requisite deposit still under the PRA account;
12. Greet and assist at the Ninoy Aquino International Airports 1 & 2.

### ***Qualifications***

1. Principal retiree
  - Applicant must be a foreign national or a former Filipino Citizen who is at least 35 years old when joining the program
2. Dependent/s –
  - spouse who is allegedly married to the Principal Retiree Applicant
  - child/children, legitimate or legally adopted by the Principal Retiree Applicant, who is/are unmarried and below 21 years old when joining the program

### ***Documentary Requirements***

1. Documentary Requirements for All SRRV Applicants

- Accomplished PRA application form
- Original Passport with Valid Entry
- Valid Medical Certificate\*
- Valid Police Clearance\* from abroad (for retiree-applicant whose stay in the Philippines is 30 days or less from the date of last entry)
- Valid National Bureau of Investigation (NBI) Clearance – (for retiree applicant whose stay in the Philippines is more than 30 days from the date of last entry)
  - o Except for dependent-children below 18 years of age
  - o Applicants from ADB and other International Organizations are only required to submit an NBI Clearance or local Police Clearance from the Philippines
- Twelve (12) pieces 2"x2" pictures

*\*All documents obtained abroad must be authenticated by the Philippine Embassy/Consular Office, and translated into English if necessary*

2. Additional Documentary Requirements and Fees for principal retiree-applicants
  - Certificate of Retiree's Deposit (to be issued by an accredited Bank)
    - o **Without Pension Option**

35 to 49 years old	<b>US\$50,000.00</b>
50 years old and above	<b>US\$20,000.00</b>
    - o **With Pension**

50 years old and above -	<b>US\$10,000.00</b>
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      - § *Minimum amount of monthly Pension must be:*

For single applicant	<b>US\$ 800.00</b>
For married couples	<b>US\$1,000.00</b>
      - § Enrollees applying under the With Pension Scheme, must

present a proof of monthly pension and other documents to be identified by the Authority

- Former Filipinos / Former Ambassadors of Foreign countries who served and retired in the Philippines, current and former staff members of international organizations including Asian Development Bank (ADB) – **US\$1,500.00**
  - One Time Processing Fee of **US\$1,400.00**
3. Additional Documentary Requirements and Fees for dependent applicants
- For spouse, Marriage Certificate (if contracted abroad, it must be authenticated by the Philippine Embassy / Consular Office, and must be translated in English if necessary)
  - For children, Birth Certificate (if obtained abroad, it must be authenticated by the Philippine Embassy / Consular Office, and must be translated in English, if necessary)
  - One Time Processing Fee of **US\$300.00** (per dependent)
  - Additional Dollar Deposit  
For every additional dependent (in excess of two) an additional US\$15,000.00 deposit shall be required per head except for Former Filipino citizens
4. Additional Documentary Requirements for former Filipino Citizens
- Birth Certificate (NSO copy); or
  - Naturalization Documents; or
  - Philippine Passport

### Areas of Investments Allowed Under the Program

1. Purchase, acquisition and ownership of a condominium unit
2. Long-term Lease of house and lot, condominium or townhouse
3. Purchase, acquisition and ownership of golf and country club share/s

*Note: Former Filipinos can purchase a lot not exceeding 5,000 square meters in urban areas for business use or for other purposes.*

*For more information, please contact:*

#### **Philippine Retirement Authority**

29/F Citibank Tower, 8741 Paseo de Roxas,

Makati City 1220

Tel. No. (632) 848-1412

Fax Nos. (632)848-7106 / 848-1418

E-mail: [inquiry@pra.gov.ph](mailto:inquiry@pra.gov.ph)

Website: [www.pra.gov.ph](http://www.pra.gov.ph)



### INVESTING IN THE PHILIPPINES

As an ideal investment place, the Philippines promotes a climate of free enterprise and liberal business laws, product competitiveness, highly-skilled manpower pool and highly-evolved business infrastructures that assures domestic and foreign companies a profitable return on investments.

Philippine business laws open more investment areas to 100% foreign equity, offer income tax holidays and capital equipment incentives. Its manpower pool is one of the best in the world, backed by highly-skilled technical personnel and dynamic managers who communicate proficiently and effectively in English. The country's infrastructure,



telecommunication systems, export-processing zones and world-class industrial estates offer investors with an attractive business habitat. All these coupled by a comfortable place to live in, high-quality education, modern hospitals and health care services, and world-class leisure facilities make the country an ideal investment place for domestic and foreign investors.

With the enactment of Republic Act 9225 or the Citizenship Retention and Reacquisition Act of 2003, the government has paved the way for greater participation among Filipinos overseas in the Philippine economy. Now equipped with a law that grants former Filipino citizens a chance to re-acquire their Filipino citizenship, overseas Filipinos can now enjoy the benefits of dual citizenship. They can own unlimited real properties, have the right to develop natural resources in the Philippines as well as invest in a wide array of businesses which are normally restricted to Filipino nationals such as the operation of rural banks, educational institutions and mass media, among others.

### **Investment and Business Guide for Overseas Filipinos**

The Commission on Filipinos Overseas has developed a compendium called the Investment and Business Guide for Overseas Filipinos – a basic guidebook containing a broad spectrum of business and investment options in the Philippines to encourage overseas Filipinos, particularly those reacquiring Filipino citizenship who have accumulated considerable investible savings to seriously look into the prospect of investing in the country.

Each chapter of the compendium explores a different investment area. The Commission has identified major investment areas that are highly gaining ground in the Philippines such as the development of tourism and leisure facilities, investing in franchise, as well as the establishment of pre-schools and independent learning institutions. Also included are options in highly competitive industries such as export and agribusiness, oil industry, asset and property management, and the operation of banks and other lending institutions among others.

Information to help assess the competitiveness of Philippine cities in terms of their abilities in providing for an ideal business climate as well as the industry focus of various Philippine provinces and regions are also provided in the compendium to help businessmen and potential investors who would opt to invest in areas outside Metro Manila or highly urbanized cities.

Just as importantly, the compendium contains the fundamentals of doing business in the country such as the basic requirements and standard procedure for the establishment of a corporation, partnership or cooperative and guides prospective investors in the application for licenses, registration, and accreditation of specific business entities with appropriate agencies.

The compendium is published in a CD format.

For interested parties, please contact:

**Commission on Filipinos Overseas**

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**THE CFO**

The **COMMISSION ON FILIPINOS OVERSEAS (CFO)** is an agency under the Office of the President which was established on 16 June 1980 through *Batas Pambansa* (Republic Act) 79, to strengthen ties with Filipinos overseas and promote their interests in the Philippines and abroad.

**FUNCTIONS OF CFO**

B.P. 79 mandates CFO to:

- Provide advice and assistance to the President and the Congress of the Philippines in the formulation of policies concerning or

- affecting Filipinos overseas;
- Develop and implement programs to promote the interests and well-being of Filipinos overseas;
- Serve as forum for preserving and enhancing the social, economic, and cultural ties of Filipinos overseas with the Philippine motherland; and
- Provide liaison services to Filipinos overseas with appropriate government and private agencies in the transaction of business and similar ventures in the Philippines.

## **CLIENTELE**

The distinct clientele of CFO includes the following:

- Filipino emigrants and permanent residents abroad;
- Filipinos overseas who have become citizens of other countries;
- Filipino spouses and other partners of foreign nationals leaving the country;
- Descendants of Filipinos overseas as defined in B.P. 79;
- Filipino youth overseas; and
- Exchange Visitor Program participants.

## **CFO PROGRAMS**

The work of CFO is conducted under a program framework of activities to serve Filipino communities overseas. This framework consists of the following four program areas:

### **I. Migrant Social & Economic Integration**

Ensures that all Filipinos migrating to other countries are adequately prepared to meet the practical and psychological challenges attendant to international migration.

Programs include the following:

- Pre-departure registration and orientation seminars
- Post-arrival services and assistance to Filipino nationals in distress
- Public information and community education

- Referrals on overseas inquiries

## **II. Filipino Education & Heritage**

Promotes education programs overseas, and provides younger generations of overseas Filipinos with opportunities to learn Philippine history, culture, language and institutions.

Programs include the following:

- Philippine schools overseas
- *Lakbay-Aral sa Pilipinas*
- Teaching of the Filipino language to children of Filipino migrants
- Internet-based courses on the Filipino language
- Filipiniana libraries and resource centers
- Increasing Filipino cultural visibility overseas

## **III. Filipino Unity & National Development**

Fosters better cohesion and purpose among the various overseas Filipino organizations, for the promotion of their own interests within a broader community of Filipinos.

Programs include the following:

- Lingkod sa Kapwa Pilipino (LINKAPIL) or Link for Philippine Development
- Publication and distribution of Filipino Ties and other information materials
- Awards and recognition for overseas Filipinos
- Exchange Visitor Program

## **IV. Policy Development & Data Banking**

Provides a continuing study and review of the economic, social, legal and administrative environment that have a bearing on the status of overseas Filipinos.

Programs include the following:

- Policy review and formulation
- Advocacy and lobby efforts for the establishment of NCLEX testing center in the Philippines, full equity rights for Filipino veterans, and portability of U.S. Medicare benefits
- Studies and researches on absentee voting, retention of citizenship, anti-trafficking in persons, recognition of skills and professional competencies, promotion of Filipino culture, and business and investment opportunities for overseas Filipinos
- Annual stock estimation of Filipinos overseas
- Conduct of conferences and symposia on migration
- Data banking and computerization program

## **V. Special Projects**

### **A. Anti-Trafficking**

As the lead agency of the Task Force Against Human Trafficking, it performs the following several functions:

- Provide adequate legal, psycho-social and other forms of assistance to trafficked persons;
- Consolidate various sources of data and statistics on trafficking, and establish a comprehensive databank for the effective monitoring, documentation and prosecution of trafficking incidents;
- Conduct a community education and information campaign program against trafficking in persons; and
- Cause or direct the immediate apprehension, investigation and speedy prosecution of persons involved in, or of cases involving the trafficking in persons, and monitor progress of such cases.

### **B. NCLEX**

The CFO is the lead agency of the Presidential Task Force on NCLEX. As such, it undertakes the following functions:

- Prepare an overall program that would consolidate existing government mechanisms to ensure protection of intellectual property rights and security of physical facilities of NCLEX test centers in the Philippines.
- Evaluate current procedures in resolving cases involving Filipino nurses and foreign nursing regulatory entities, and recommend proper measures to enhance existing grievance mechanisms.
- Coordinate and liaise with the National Council of State Boards of Nursing in matters concerning the conduct of the NCLEX exams in the Philippines.
- Investigate and take specific action on reports of fraud or any related act that will compromise the integrity of the examinations, as referred by NCSBN.
- Conduct consultations and information campaigns among nursing associations and other stakeholders to assist in preserving the integrity of local as well as foreign nursing licensure examinations conducted in the Philippines.
- Perform other functions that will ensure the smooth and successful conduct of NCLEX in the Philippines.

## **ORGANIZATIONAL STRUCTURE**

The CFO is headed by a Chairman with cabinet rank, and representatives of the following departments:

- Department of Foreign Affairs
- Department of Trade and Industry
- Department of Labor and Employment
- Department of Education
- Department of Justice
- Department of Tourism
- Office of the Press Secretary
- CFO Executive Director

The CFO is supported by a Secretariat headed by an Executive Director. It consists of five (5) offices:

- Migrant Integration and Education Division (MIED)
- Projects Management Division (PMD)
- Policy, Planning and Research Division (PPRD)
- Management Information System Division (MISD)
- Administrative and Finance Division (AFD)

**Commission on Filipinos Overseas**

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