

**[ POEA MEMORANDUM CIRCULAR NO. 15, SERIES  
OF 2005, March 07, 2006 ]**

**GUIDELINES FOR THE ISSUANCE OF EXIT CLEARANCE, AS  
AMENDED**

The Philippine Overseas Employment Administration (POEA) hereby issues the amended guidelines that shall govern the issuance of exit clearance for Overseas Filipino Workers (OFWs):

**I. Overseas Employment Certificate (OEC) / Electronic Receipt (E-Receipt)**

The OEC (issued during manual processing) and e-receipt (for computerized processing) shall serve as exit clearance and tax exemption certificate.

The exit clearance shall be issued by the Landbased Employment Center, Seabased Employment Accreditation and Processing Center, Government Placement Branch, Balik-Manggagawa Processing Division, POEA Regional Centers/Regional Extension Units (REUs) / Satellite Offices, licensed agencies participating in the In-House Processing Program and Philippine Overseas Labor Offices (POLOs).

**II. Coverage**

All overseas Filipino workers leaving on employment visa/work permit or equivalent document (such as: no objection certificate [NOC], employment pass, gainful occupation permit, confirmation of the right to labor activity, work visa guaranty) shall be required to secure an exit clearance from the POEA or its deputized offices.

Filipino workers with overseas employment contracts but are issued visas other than work/employment (such as: business and visit visas) for the purpose of facilitating their mobilization, shall likewise be required to secure exit clearances from POEA or its deputized offices (POEA Advisory No. 15, Series of 2005).

**III. Documentary Requirements**

The documents required for issuance of an exit clearance at the respective units shall be as follows:

**1. Landbased Employment Processing Center (New Hires):**

- 1.1. Request for Processing
- 1.2. Accomplished OFW Information Sheet
- 1.3. Verified Individual employment contract, Personal Accident Insurance and Motor Vehicle Insurance Certificate (for Middle East bound drivers)
- 1.4. Individual verified employment contract for household workers
- 1.5. Individual contract for Overseas Performing Artist (OPA), as appropriate.