

**[POEA-OWWA JOINT CIRCULAR NO. 01, S. 2002,
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**GUIDELINES IN THE PROVISION OF RETURN TICKETS/PRE-PAID
TRAVEL ADVICES (PTAS) FOR OVERSEAS FILIPINO WORKERS
(OFWS) DUE FOR REPATRIATION AND THE PAYMENT OF COST
REPATRIATION OF OFWS ADVANCED BY THE OVERSEAS
WORKERS WELFARE ADMINISTRATION (OWWA)**

1.0 Purpose

This circular is issued to set-up a common procedure in the repatriation of OFWs and improve the collection of cost of tickets as advanced by OWWA, in accordance with Republic Act No. 8042, otherwise known as the Migrant Workers and Overseas Filipino Act of 1995.

2.0 Definition of Terms

As used in this circular, the following terms shall be understood in the context indicated hereunder:

2.1. Overseas Filipino Workers (OFWs) or Migrant Workers — a person who is to be engaged, is engaged, or has been engaged in a remunerated activity in a state of which he or she is not a legal resident or in a vessel of foreign registry. A person "to be engaged in a remunerated activity" refers to an applicant who has been promised or assured employment overseas and acting on such promise or assurance sustains damage and/or injury.

2.2. Documented Migrant Workers — are migrant workers who are authorized by the receiving country to enter, stay and engage in employment in that State in accordance with the laws of that State, such as:

(a) those who possess valid passports and visas or permits to stay in the host country and whose contracts of employment have been processed by the POEA if required by law or regulation; or

(b) those registered by the Filipino Workers Resources Center or by the Philippine Overseas Labor Office (POLOs).

Those who do not fall under the preceding paragraph are considered undocumented migrant workers.

2.3. Undocumented Filipinos — are migrant workers who are not authorized by the host country to enter, stay and work in the country, such as, but not limited to the following:

- (a) those who acquired their passports through fraud or misrepresentation;
- (b) those who possess expired visas or permits to stay;
- (c) those who have no travel documents whatsoever; and
- (d) those who have valid but inappropriate visas.

2.4. Name Hire — a worker who is able to secure an overseas employment opportunity with an employer without the assistance or participation of any agency, duly processed by POEA as such.

2.5. Direct Hire — a worker hired by members of the diplomatic corps, international organization and such other employers as may be allowed by the Secretary of Labor.

2.6. Government Hire — a worker hired for overseas employment primarily on a government to government arrangement and for foreign employers in such sectors as policy may dictate, thru the facilities of the POEA.

2.7. Balik-Manggagawa (Vacational Worker) — a landbased contract worker who is on a vacation or on emergency leave and who is returning to the same worksite to resume his employment.

2.8. Agency-Hire — a worker hired through a licensed recruitment placement or manning agency.

2.9. PTA — Pre-paid Travel Advice

2.10. POEA — Philippine Overseas Employment Administration

2.11. OWWA — Overseas Workers Welfare Administration

2.12. DFA — Department of Foreign Affairs

2.13. POLO — Philippine Overseas Labor Office

3.0 General Guidelines

3.1. When a need for repatriation arises and the foreign employer fails to provide for its cost, the Philippine Overseas Labor Office (POLO) shall notify the POEA to advise the concerned agency of such need.

In case of failure of the agency to provide the ticket or prepaid ticket travel advice (PTA), POEA shall inform OWWA accordingly within 48 hours from agency's non-compliance therewith.

3.2. POEA shall determine if OFW is documented or undocumented.

3.2.1. If undocumented, POEA shall immediately advise DFA and copy furnish OWWA of the need for repatriation.

3.2.2. If the OFW is documented, POEA shall further classify if he/she was deployed