

[DOLE DEPARTMENT ORDER NO. 87-08, January 09, 2008]

**RULES AND REGULATIONS ON OVERSEAS FILIPINO WORKERS
ON-SITE COMPLAINTS AND WRITTEN INTERROGATORIES**

Pursuant to Governing Board Resolution No. 07, series of 2007 and the authority of the Secretary under Article V of Presidential Decree No. 442, as amended, otherwise known as the Labor Code of the Philippines, the following rules and regulations on Overseas Filipino Workers on-site complaints and written interrogatories are hereby issued:

I. OFW ON-SITE COMPLAINTS FOR VIOLATION OF POEA RULES AND REGULATIONS

A. RECEPTION OF COMPLAINTS AND EVIDENCE - Without prejudice to on-site conciliation procedure, any aggrieved Overseas Filipino Worker (OFW) at the jobsite may execute a complaint in writing and under oath against his/her foreign employer, Philippine recruitment agency and fellow OFWs for violation of POEA Rules and Regulations.

B. VENUE - The complaint shall be filed with the Philippine Overseas Labor Office that has jurisdiction over the work site of the complainant.

C. CONTENTS - The complaint shall be in affidavit form (subscribed and sworn to before a Philippine Embassy or Consular official duly authorized to administer oath) and shall contain, at least, the following information:

1. The name and address of the complainant;
2. The name/s and address of the respondent/s
3. Statement under oath of the facts constituting the alleged violation;
4. The names and address of the complainant's witnesses; and
5. The specific relief sought.

The complaint shall be accompanied by available supporting documents and a certification of non-forum shopping. The POLO is directed to assist on-site complainants in preparing affidavits and in receiving supporting evidence.

D. ENDORSEMENT OF CASE RECORDS. Upon receipt of the on-site complaint and all the available supporting evidence, the POLO shall endorse the entire case records properly paginated to the POEA for appropriate action. Such endorsement shall contain the following:

1. An endorsement letter with recommendation addressed to the POEA Administrator signed by the POLO officer;