

**[POEA MEMORANDUM CIRCULAR NO. 44, s. 1993,
October 15, 1993]**

**VALIDATION OF THE OVERSEAS EMPLOYMENT CERTIFICATES AT
THE LABOR ASSISTANCE CENTER (LAC) IN THE NINYO AQUINO
INTERNATIONAL AIRPORT (NAIA)**

Validation of the Overseas Employment Certificates at the Labor Assistance Center (LAC) in the Ninoy Aquino International Airport (NAIA)

In view of the increasing number of departing overseas contract workers (OCW's) being attended to by the LAC, the following guidelines are hereby issued to avoid the rush of last-minute processing and validation and unnecessary crowding at the counters and ensure the orderly flow of OCW's in the NAIA terminal:

1. All departing OCW's are advised to clear with the LAC at least three (3) hours before the estimated time of departure;
2. All departing OCW's must ensure that they have complete travel and employment documents before securing LAC clearance/validation;
3. The following employment and travel documents shall be presented to the LAC:
 - a. For Land-Based Workers
 1. Passport
 2. Airline tickets
 3. Overseas Employment Certificate (OEC) *2 copies
 4. PDOS Certificate**
 5. Repatriation Bond Certificate of Coverage
 6. Certificate of Insurance Coverage (For Entertainers Only)
 7. Employment Contract
 - b. For Seafarers
 1. Seaman's Service Record Book (SSRB)
 2. Passport, when required
 3. Airline ticket
 4. Overseas Employment Certificate (OEC) 2 copies
 5. PDOS Certificate
 6. Employment Contract
4. Employment documents must be arranged in a manner that would facilitate validation of the OEC and PDOS Certificate, as indicated in the diagram (see below), and stapled together when presented to the LAC.