



المنظمة الدولية للهجرة  
وكالة الأمم المتحدة للهجرة

International Organization for Migration  
The UN Migration Agency

Abu Dhabi Dialogue Workshop

Dubai, UAE

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1

# Philippines: Good Practices on the Orientation of Migrant Workers from Pre-Employment to Pre-Departure & Post Arrival

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# Brief Background

Philippines sent more than 1.8 million OFWs & seafarers in 2015 to more than 200 countries of destination and flag vessels in thousands of occupations.

➤ Distribution of placement:

❖ Landbased Workers: 1,437,875

❖ Seabased Workers: 406,531

➤ Average number of recruitment agencies 1,000

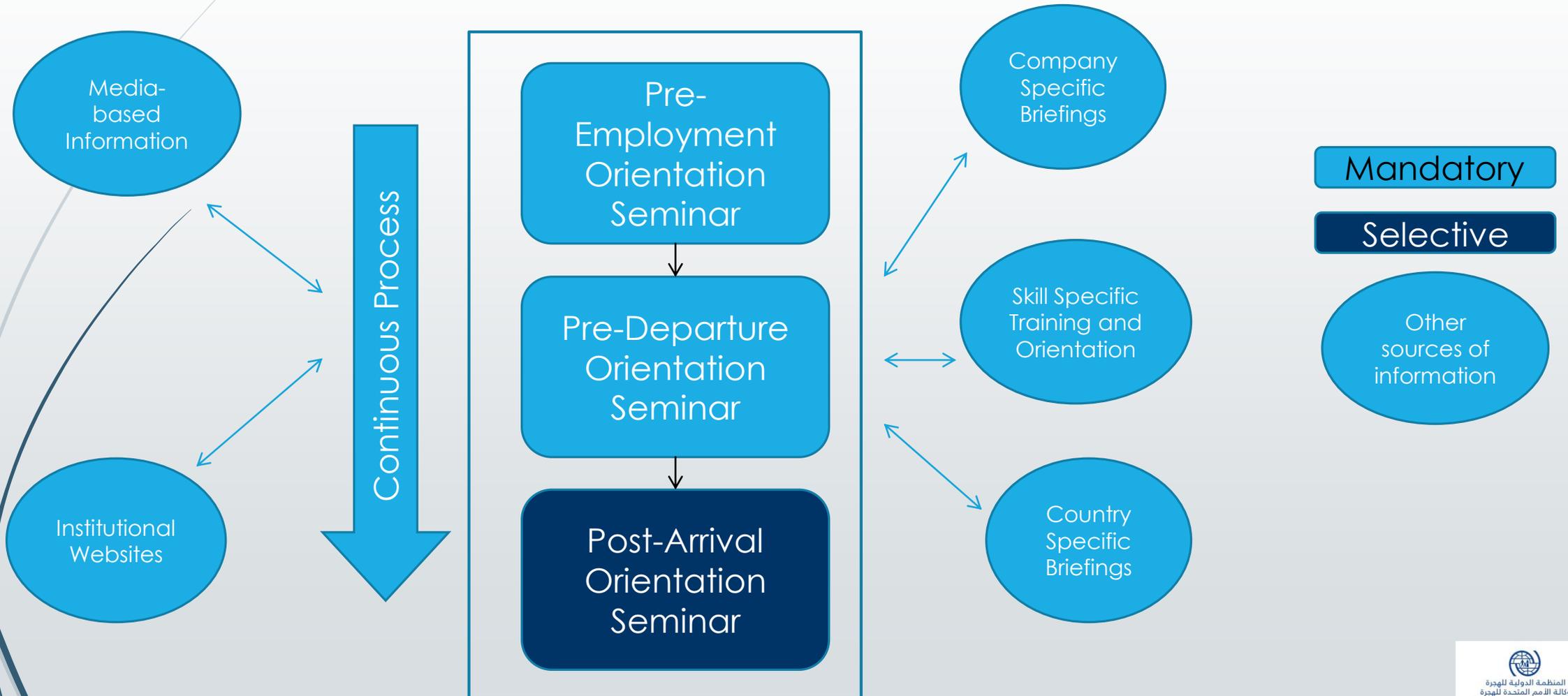
➤ Percentage of Placements to the GCC states vis-à-vis  
Landbased Workers: 62% with all GCC members in the top 10 list of destination

➤ Philippines started PDOS in 1983

## Top 10 Destinations of Landbased Overseas Filipino Workers (2015)

1. Saudi Arabia 406,089
2. United Arab Emirates 227,076
3. Singapore 141,453
4. Qatar 133,169
5. Kuwait 86,019
6. Hong Kong 85,704
7. Taiwan 62,598
8. Malaysia 26,199
9. Oman 22,274
10. Bahrain 21,428

# Migrant Orientation & Information Programme: Philippines



## Good Practice #1: Clear Legal & Administrative Foundation for PEO, PDO & PAO

- ➔ **Republic Act 8042 (1995) as amended by Republic Act 10022 (2011)** → requires mandatory PDO & PEO and includes PAO in the service portfolio of the Migrant Workers & Overseas Filipinos Resource Center
- ➔ **POEA Rules & Regulations for Landbased Workers (as updated in 2016) & Governing Board Resolutions** → requires PEO & PDO as mandatory & spells out implementing guidelines
- ➔ **OWWA Administrative Issuances** → define implementing mechanisms

## Good Practice #2: Migrant orientation-joint responsibility of government, recruiter and the worker

- ❖ It is the **duty of the State to protect its workers** in the exercise of their right to choose to work abroad through information and orientation at every pace of the migration process.
- ❖ The **OFW should be a responsible party** to preventing as well as contributing to remedial measures to address welfare problems.
- ❖ The **recruitment agency is obliged to brief the workers they hire** as part of the condition of their license.

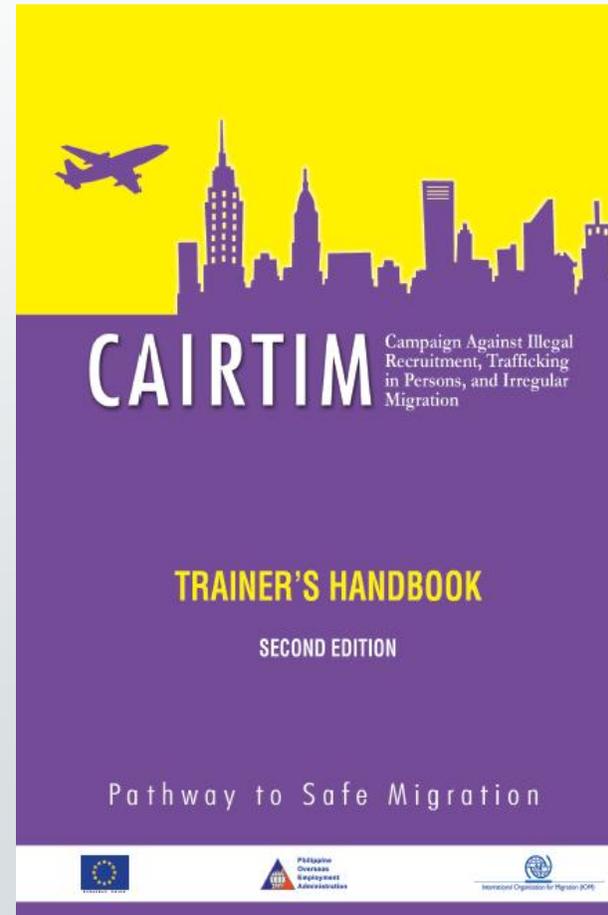
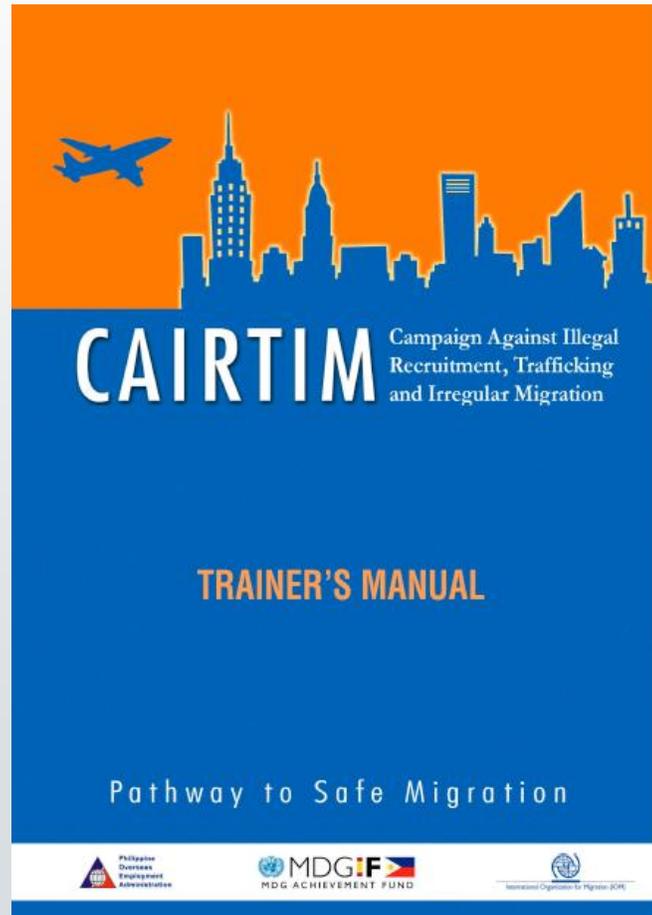
## Good Practice #3: Innovativeness & Efficiency of Delivery

- ❖ While migrant orientation is a continuous intervention –from pre-employment to return, Philippine government progressively innovates all possible access to information for the OFWs for their convenience.
- ❖ Mandatory PEO and PDO is not an issue in process efficiency
- ❖ PDOS volume meets the average OFW departures of at least 5,000 a day
- ❖ PDOS Certificate valid for 5 years and required for departure clearance.
- ❖ Multi-sector cooperation in implementation (government, NGO and private sector)
- ❖ PEO is on a user friendly online format.
- ❖ Sufficient outreach to the provinces of both PEO & PDO

## GOOD Practice No. 4: PEO emphasizes legal recruitment system & responsible decision-making of OFWs

- ✓ Provide **legal information** on the process in securing jobs **abroad**.
- ✓ Prevent illegal recruitment, human trafficking and irregular migration.
- ✓ Review their **goal perspectives** and other options before deciding to work abroad
- ✓ Enable them to **understand realities & assess the risk and rewards** of working abroad
- ✓ Enable aspiring OFW to make **responsible decision**.

# Trainer's Handbook: Campaign Against Illegal Recruitment, Trafficking and Irregular Migration (First and Second Edition)



## Good Practice #5: Varied Delivery Modalities & Partners of PEO programme

- COMPUSORY ONLINE Orientation (comprehensive, client-specific, self-instructional and electronic based)
- PEO Seminars by POEA and Local NGOs
- PEO Seminars by Public Employment Service Offices, especially during Job Fairs
- Career Guidance Counselling by the schools
- Professional Associations

## Good Practice #6: Well-defined targets & timing for Mandatory PEOS Online

- All Filipinos seeking land-based overseas work for the first time
- New hires who have no prior record of deployment in POEA.
- It shall be a pre-application requirement which should be completed prior to applying for overseas work.

# Online PEOS Screenshots

**Welcome! Planning to work abroad? Look before you leap!**  
**Choose the PEOS Online module for you.**



**PEOS Online for Professional and  
Skilled Workers**



**PEOS Online for Domestic  
Workers**

# Learning Modules Dashboard

Access modules in [Tagalog](#)

Welcome to the POEA Pre-Employment Orientation Seminar (PEOS) Online – this site is designed to provide easy, convenient, and quality information on overseas employment. Stay safe against illegal recruitment by completing the PEOS Online.

## How can I take the PEOS Online?

### 1. REGISTER.

Sign up and log-in with your details to access the learning modules in the website. Existing members of JobStreet.com may also use their account to access the PEOS Online.

### 1. TAKE THE LEARNING MODULES.

Complete all of the eight (8) self-learning modules. Each module takes approximately seven (7) minutes to complete.

### 3. REVIEW YOUR LEARNINGS.

Take the review at the end of each module. Answer all the questions and get at least 3 correct answers out of the 5 questions to proceed.

### 4. PRINT YOUR PEOS CERTIFICATE.

Save and print a copy of your PEOS certificate and include this in your pre-employment processing with POEA.

You can now start with your PEOS ONLINE!

#### Note:

Registration to PEOS Online also allows you to register for a [Workabroad.ph](#) account which you can use to browse overseas jobs from POEA-Licensed agencies. You may check your e-mail to validate this.

1

## MODULE 1 - PRICEST

Contains general information about concerns when working overseas such as physical mobility, relationships, income & expenses, career movement & direction, environment, skill set, and time.

2

## MODULE 2 - JOB SEARCH

Contains specific information on the various application channels for overseas jobs, document requirements, and the importance of having an Overseas

[Create Account](#)
[Log In](#)

### All fields are required.

Registration for Household Service Workers, [click here](#).

For all others, register below.




Birthday:




Intent:

Gender:

 Male  Female

Location:

 Overseas  Philippines

Please choose your current location

Specialization:

Identify your current working specialization. Ex: Nurse



2

**MODULE 2 - JOB SEARCH**

Contains specific information on the various application channels for overseas jobs, document requirements, and the importance of having an Overseas Employment Certificate (OEC).

3

**MODULE 3 - FOREWARNED, FOREARMED**

Contains information on precautionary measures for illegal recruitment and various forms of illegal recruitment

4

**MODULE 4 - GET THE PRICES RIGHT!**

Contains a list of required fees for pre-departure including placement fee rulings as well as government-mandated fees.

5

**MODULE 5 - SEAL THE DEAL**

Contains a list of minimum provisions required in the standard overseas employment contract.

6

**MODULE 6 - GET COUNTRY COZY!**

Continue to keep your options open; get to know more about the country you are interested in - know the climate, food, dress code, general lifestyle, flying time from the Philippines, major religion, currency and currency exchange, presence of Philippine embassy or Philippine Overseas Labor Office (POLO). Know also some reminders on social media etiquette, to avoid getting into trouble with employers and host country with restrictive policies on internet usage.

7

**MODULE 7 - STAYING HEALTHY AND KEEPING SAFE**

Contains information about the top security and health risks that Overseas Filipino Workers (OFWs) may encounter.

8

**MODULE 8 - POEA - CARING ALL THE WAY**

Directory of the POEA regional offices and extension units.

Enter current specialization

Identify your current working specialization. Ex: Nurse

Email

Password  Re-type Password

I have read and agreed to the [Privacy Policy](#) of PEOS Online.

*PEOS Online registration also allows you to sign-up for a WorkAbroad.ph account. Use this to search and apply for overseas jobs from POEA-Licensed agencies. For existing members, you may use your WorkAbroad.ph account to sign-up.*

[Register](#)

Already a WorkAbroad.ph member? Use your WorkAbroad.ph account to sign in to PEOS Online.

Already a member? [Login to your account or](#)

[Sign-Up with Workabroad.ph](#)

**1**

Create Account

For all others, register below.

Fill out the form to register.

**2**

Learning Modules Dashboard

- ✓ MODULE 1 - PRICEST
- ✓ MODULE 2 - JOB SEARCH

Read Modules 1 to 8 carefully.

PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

**workabroad.ph**  
The Leading Overseas Jobs Board in the Philippines

**3**

Module - Review

- 1 Question 1
- 2 Question 2

Answer all the questions. Get at least 3 correct answers to move to the next module.

**4**

PRE-EMPLOYMENT ORIENTATION SEMINAR

After completing 8 modules, print the certificate.

PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

**workabroad.ph**  
The Leading Overseas Jobs Board in the Philippines

## MODULE 3 - FOREWARNED, FOREARMED Review



Select the best answer for each given question. You must answer three (3) correct answers before you can proceed to the next module. Otherwise, you will be directed to go back to the lessons until you get the required correct answers. Please review your answers before submitting the choices by clicking the button labeled 'Check your Answers'. Good luck!

1

A recruitment agency without a POEA license is an illegal recruiter.

- True  
 False

2

The 'Backdoor Exit' means you will be asked by the recruiter to go to the country's southern ports to board cargo ships or boats.

- True  
 False

3

An unlicensed recruiter is allowed to use the job order of a licensed agency to be able to process a worker's exit clearance.

- True  
 False

4

Direct hiring of Filipino workers by foreign employers is prohibited under Philippine law.

- True  
 False

5

One way to avoid being used as a drug mule is not to bring other people's packages especially if you do not know its content.



## MODULE 4 - GET THE PRICES RIGHT!

Contains a list of required fees for pre-departure including placement fee rulings as well as government-mandated fees.

1

### Module Introduction

The video below shall prepare you for the topics in this module. Please take a few minutes to watch this.



## What are the different fees that I should prepare for my work overseas?

As the saying goes, "there are no free lunches." There's a price to pay for future benefits you will be enjoying when you work abroad. It is prudent to know which fees you have to pay and which ones are to be paid by your employer or recruitment agency.

### Get The Prices Right: Documentation Costs

The following are included in the documentation costs that you will pay:

NAME OF EXPENSE	COST
Barangay Clearance	Depends on the Barangay
Police Clearance	<b>P 100.00</b>
Birth Certificate	<b>P 140.00</b>
NBI Clearance	<b>P 115.00</b>
Passport	<b>P 950.00</b> (Regular) / <b>1,200.00</b> (Express)
Medical Examination Fee	Depends on scope of medical examination required by the host country – see Module 6
Training Fee	Depends on the training center



#### Note:

If the recruitment agency offers documentation services, you should pay only the actual cost of the document which should be covered by official receipts.

Pre-Employment Orientation Seminar (PEOS) Online - powered by JobStreet.com  
Module 4: GET THE PRICES RIGHT--What are the different fees that I should prepare for my work overseas?



## Congratulations for completing the PEOS Online! Here is a quick recap of what you have learned so far:

### **Module 1: PRICEST**

Remember that there are different factors to consider before working overseas, like, physical mobility, relationships, income & expenses, career movement & direction, environment, skill set, and time.

### **Module 2: Job Search**

Apply only through recruitment agencies licensed by the Philippine Overseas Employment Administration (POEA) or through the POEA's Government Placement Branch. You might also be able to secure employment on your own. Regardless, on how you get your job overseas, make sure you possess an Overseas Employment Certificate (OEC) - proof that you are a documented OFW.

### **Module 3: Forewarned, Forearmed**

Be wary of illegal recruiters and their various modus operandi! It is important that you apply only at agencies licensed by the Philippine Overseas Employment Administration (POEA). Make sure also that this agency has an approved job order for the particular position you are applying for. The agency is allowable to collect from you a placement fee equivalent to the one (1) month salary offered to you. The agency is required to issue an official receipt for anything you pay to them. But remember, there are certain countries that prohibit the collection of placement fees. Likewise, the law prohibits the collection of placement fee from Household Service Workers (HSWs) and seafarers.

### **Module 4: Get the Prices Right**

Part of being a documented OFW is ensuring that you are a member of the Overseas Workers Welfare Administration (OWWA), PhilHealth, and Pag-Ibig to protect not only yourself, but of your family as well. You pay your OWWA contribution every time you have a new contract or every after two years, while your PhilHealth medical premium is valid for one (1) year. Your Pag-Ibig membership contribution is P100.00 per month.

### **Module 5: Seal the Deal**



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF LABOR AND EMPLOYMENT  
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

NO 00539623

### PRE-EMPLOYMENT ORIENTATION SEMINAR

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**COMPLETION DATE** 2017-June-29 9:38 AM

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*Aristodes R. Ruaro*  
**ARISTODES R. RUARO**

DEPUTY ADMINISTRATOR FOR LICENSING  
AND ADJUDICATION

### DECLARATION

**I declare that:**

**I have read and understood the eight (8) learning modules of the PEOS Online; and I have completed all the modules without the help of anybody else.**

**I attest to the truth of the foregoing declaration.  
(sgd). ENGLEBERT MARIA SANTA CLARA**

### 10 REMINDERS TO AVOID ILLEGAL RECRUITMENT

1. APPLY ONLY WITH LICENSED RECRUITMENT AGENCIES. DON'T APPLY WITH CONSULTANCY FIRMS, TRAINING CENTERS, TRAVEL AGENCIES, AND FOUNDATIONS THAT PROMISE JOBS ABROAD.
2. CHECK WITH POEA WHETHER THE POSITION YOU ARE APPLYING FOR HAS AN APPROVED JOB ORDER
3. TRANSACT ONLY WITH AUTHORIZED REPRESENTATIVE OF A LICENSED AGENCY.
4. TRANSACT BUSINESS ONLY AT THE REGISTERED ADDRESS OF THE AGENCY.
5. PAY ONLY THE ALLOWABLE PLACEMENT FEE. IT SHOULD BE EQUIVALENT TO ONE MONTH SALARY, EXCEPT IN CASES WHERE CHARGING OF PLACEMENT FEES IS PROHIBITED.
6. PAY THE PLACEMENT FEE ONLY AFTER YOU HAVE SIGNED AN EMPLOYMENT CONTRACT. DEMAND AN OFFICIAL RECEIPT REFLECTING THE ACTUAL AMOUNT PAID AND PURPOSE FOR WHICH PAYMENT WAS MADE.
7. BE WARY OF JOB OFFERS THROUGH THE INTERNET THAT REQUIRE APPLICANTS TO REMIT IMMEDIATELY PAYMENT FOR INTENDED VISA, AIRFARE, AND PROCESSING COSTS.
8. BE WARY OF ADS OR BROCHURES REQUIRING YOU TO REPLY AND TO ENCLOSE PAYMENT FOR APPLICATION FORMS AND PROCESSING OF PAPERS.
9. MAKE SURE THAT YOU HAVE THE APPROPRIATE WORK VISA/PERMIT. BE WARY OF JOB OFFERS USING TOURIST OR VISIT VISAS.
10. TRANSACT DIRECTLY WITH GOVERNMENT OFFICES/ PERSONNEL. NEVER DEAL WITH FIXERS.

## Good Practice#7: Clear Context of Pre-Departure Orientation

- Aims to enable OFW **adjust to work and living environment abroad in the first six months from arrival.**
- Must **emphasize the practical tips** in availing all rights and fulfilling obligations per the employment contract, observing proper conduct, complying with the conditions of visas granted, adjusting to the culture and physical environment as well as managing travel, safety, health & finances.
- Being part of pre-deployment process, it cannot be overloaded with information which should have been derived previously before getting hired.

## Good Practice #8: Standard PDO Module is prescribed & monitored for implementation

The present Module evolved from constant research, track history of migrant experiences and multi-sector consultations.

- ➔ Module 1: PDOS Perspective
- ➔ Modules 2: Working Overseas: Harnessing Positive Values Amidst Realities in the Workplace
- ➔ Module 3: The Standard Employment Contract
- ➔ Module 4: Government Programs and Services
- ➔ Module 5: Departure Tips
- ➔ Module 6: Health, Safety, and Crisis Preparedness
- ➔ Module 7: Personal Finance Tips

## Good Practice # 9: Well-defined Target for PDO

- ➔ OFW' who are already selected by their employers
- ➔ OFW's who will work abroad for the first time
- ➔ OFW's transferring to another country of work
- ➔ Domestic workers upgrading to another occupation.  
(Discussion on reforms are underway).

## Good Practice #10: Special Supplements & Skills/Country-Specific PDO

While most PDOS have a mixed audience-different occupations & destinations, the following are examples of tailor-fit modules:

- Skills-specific PDOS: Domestic Workers, Seafarers
- Country-specific PDOS: South Korea (EPS programme), New Zealand, Australia, Germany
- Employer-specific briefing is provided by recruitment agencies.

# Good Practice #11: Regulatory standards for Accreditation of PDO Service Providers

- Must establish institutional capacity for training
- Must implement standard module, scope and duration prescribed by the Overseas Workers Welfare Administration.
- Must comply with facility standards required by POEA/OWWA
- Its trainers must complete the trainers training
- Accredited trainers must comply with periodic retooling requirements
- No collection of PDOS fee from OFWs is allowed.
- Violation of requirements can lead to suspension or cancellation of accreditation.

\*Suggestions to include requiring evidence for sustainable operations by NGO's are being discussed

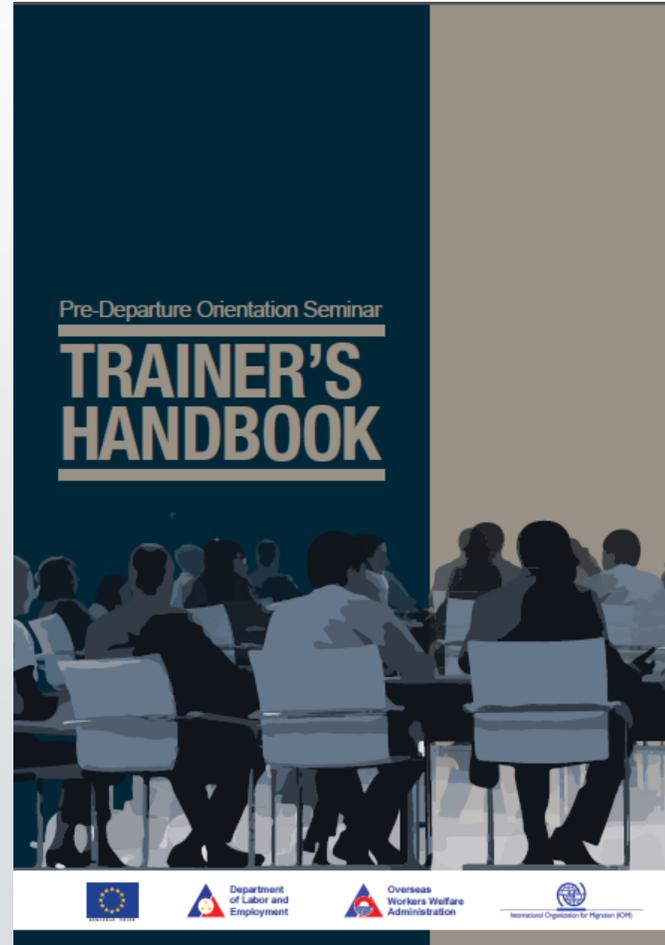
## Good Practice # 12: Cooperation of government, NGO's & private sector for PDO

255 PDOS Providers as of July 2017 under OWWA Supervision in cooperation with POEA.

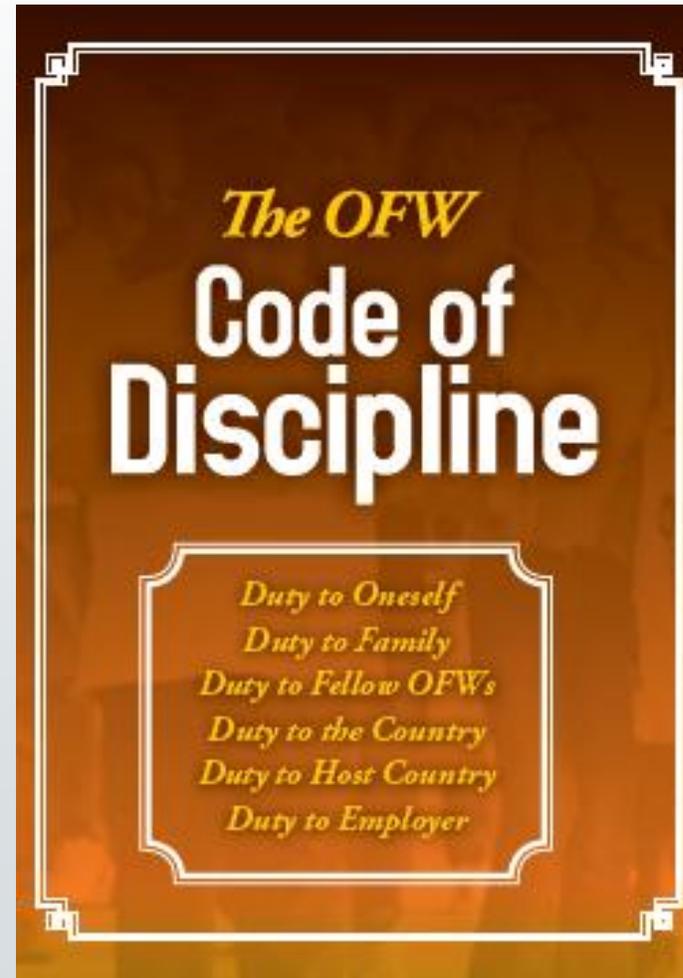
- ❑ IN-HOUSE FACILITY-Landbased Recruitment Agencies - 31
- ❑ IN-HOUSE FACILITY-Seabased Manning Agencies - 206
- ❑ RECRUITMENT INDUSTRY ASSOCIATIONS - 7
- ❑ NGO's –for Domestic Workers PDOS - 11

In addition, the government directly provides the PDOS for its government placed workers and name hires (workers who obtained overseas jobs without an agent).

# PDOS Trainer's Handbook



# The Overseas Filipino Worker – Code of Discipline



- Duty to Oneself
- Duty to Family
- Duty to Fellow OFW
- Duty to the Country
- Duty to Host Country
- Duty to Employer

## OFW Duty to the Country

### DOs

- ✓ Uphold the laws and interests of the Republic of the Philippines
- ✓ Abide by the rules and regulations aimed at promoting the worker's interest and enhancing national gains.
- ✓ Be the Ambassador of goodwill, projecting the good in the Filipino.
- ✓ Follow official travel and other precautionary advisories, especially during wars, conflicts and disasters posing threat to safety, life and property.

### DON'Ts

- ✗ Unduly put the Philippine Embassy, the Philippine Overseas Labor Officers and service attaché corps in a bad light.
- ✗ Commit crimes, causing to draw sensational public sympathy to put undue pressure to Philippine authorities to come to your rescue
- ✗ Spread rumours and other forms of misinformation which could cause panic or threaten public interest.



## OFW Duty to Host Country

### DOs

- ✓ Respect the mores, customs, sacred practices and traditions of the country.
- ✓ Respect and obey the laws of the host country.

### DON'Ts

- ✗ Commit felony such as murder or any other crime punishable by Philippine law and by their law.
- ✗ Take sides and join civil or international conflicts at the country of work.
- ✗ Become involved, directly or indirectly, in any terrorist-related network or activity
- ✗ Use, possess and/or sell prohibited drugs.
- ✗ Gamble in countries prohibiting such activity.
- ✗ Drink alcohol in countries where it is prohibited.
- ✗ Smuggle or violate customs regulations

## OFW Duty to Employer



### DOs

- ✓ Fulfil your duties and responsibilities provided in your employment contract.
- ✓ Observe basic work place decorum, code of ethics and company policy.
- ✓ Handle company equipment and property with due diligence and care.

### DON'Ts

- ✗ Engage in jobs other than you were hired for which jeopardizes use of official work hours or draw conflict of interest.
- ✗ Spend for personal use company's funds or commit any form of theft/ robbery and/or vandalism.
- ✗ Commit industrial espionage.

## OFW Duty to Oneself

### DOs

- ✓ Assert the occupation, position and job scope to which you have been hired for.
- ✓ Assert for one's entitlements to all wages, compensation and benefits agreed upon in the employment contract.
- ✓ Be professional; maintain self-respect, good image and track record.
- ✓ Ensure personal health as well as psycho-social and economic well-being; be aware of emerging diseases and health hazards (for example, SARS, Ebola, Polio, MERS-CoV & others)
- ✓ Be responsible for one's safety and security at all times, including that of one's belongings and personal property.
- ✓ Notify the Philippine embassy or diplomatic mission of your presence in the country of work.
- ✓ Cooperate with government measures in ensuring your safety in times of crisis.

- ✓ Be responsible for your own actions and decisions.
- ✓ Ensure responsible use of social media.

### DON'Ts

- ✗ Engage in prostitution, drug trafficking, illegal recruitment, human smuggling & trafficking or other transnational crimes whether as principal party or accessory.
- ✗ Possess deadly weapons, explosives and prohibited drugs, alcohol, pornographic and other contraband materials.
- ✗ Solicit services of unauthorized manpower brokers and fixers for clandestine migration.
- ✗ Succumb to "4D" jobs – dirty, dangerous, demeaning and (unreasonably) difficult.



## OFW Duty to Family



### DOs

- ✓ Provide financial and moral support to your family in the Philippines.
- ✓ Communicate with your family as often as you can and make your presence felt just as if you were around.
- ✓ Provide them detailed information and documents about your overseas employment.
- ✓ Be faithful to your spouse.

### DON'Ts

- ✗ Abandon your family, and refuse/discontinue support for the children.
- ✗ Bring your family, especially young children, to hardship posts or countries where there is high risk to one's welfare and life security.

## OFW Duty to Fellow OFWs

### DOs

- ✓ Assist and cooperate with other OFWs working in the same site, especially in times of crisis.
- ✓ Support OFW organizations or Filipino diaspora groups and contribute to their productive role.

### DON'Ts

- ✗ Degrade a colleague or put him/her in bad light in order to get a position/rank or other personal gains.
- ✗ Act as an unofficial remittance courier for all its risks of loss or theft and embezzle monies entrusted by fellow workers
- ✗ Invent lies and allegations against fellow OFWs to have them deported, detained or be under police surveillance.

## Good Practice #13: Post arrival orientation off on a good start & evolving

- PAO is part of the Service Portfolio of the Migrant Workers and Overseas Filipinos Resource Center (MWOFRFC) abroad;
- Sometimes, interspersed with Reintegration or return migration counselling.
- Highlights cultural adaptation, orientation on services offered by MWOFRFC & Philippine diplomatic missions, and observance of immigration rules of host country.
- Schedules are charted on weekends or off-work hours to enable OFW attendance
- Some bilateral arrangements with Foreign government employers provide workplace level PAO (e.g. South Korea, Germany)
- Some big foreign employer clients of recruitment agencies practice post arrival company orientation.
- Some Philippine recruitment agencies which have onsite presence provide PAO.
- Welcomes participation of Overseas Filipino diaspora/long time residents in the delivery system
- Discussions are ongoing or planned on enhancing PAO module & how host governments, foreign placement agencies and employers can partake in the delivery.

NRC2016

# THANK YOU VERY MUCH!



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International Organization for Migration  
The UN Migration Agency