



## Embassy of the Republic of the Philippines

Pasuguan ng Republika ng Pilipinas

WELLINGTON

### ADVISORY NO. JSD-2019-21

*Outreach mission to New Zealand on contract verification of  
Canberra-based Philippine Overseas Labor Office (POLO)*

**WHO** : Canberra-based Labor Attaché Cynthia Q. Lamban

**WHAT** : Will receive applications for initial verification of OFWs' employment contracts, i.e., requirements will be received and assessed according to the schedule and at the venue in New Zealand specified in this advisory but will be released at a future date from Australia. Moreover, to underscore, please note that your contract can only be verified by POLO which you would have to present to POEA for the issuance of your overseas employment certificate (OEC).

#### WHEN/WHERE:

| Date                      | Time           | Venue   |
|---------------------------|----------------|---|
| Thursday,<br>27 June 2019 | 1:00pm–5:30pm  | Philippine Embassy in Wellington, 50 Hobson St, Thorndon, Wellington 6011     |
| Friday,<br>28 June 2019   | 9:00am–3:00pm  |   |
| Saturday, 29<br>June 2019 | 9:00am–12:00pm | Philippine Consulate Office in Auckland, 1 Beaumont Street, Freemans Bay 1011 |
|                           | 4:00pm–7:00 pm | Migrant Action Trust, 766 Sandringham Rd. Extn. Mt. Roskill                   |

**HOW** : Submit the following requirements according to the venue, date and time in the schedule indicated at the bottom of this page:

1. Hard copy of the original employment contract (full time or permanent)
2. Signed addendum to comply with the minimum requirements of POEA in employing OFWs to form part of your existing employment contract.

An insurance policy may be submitted in lieu of the addendum provided there is provision for repatriation and medical evacuation to the Philippines in case of worker's death or severe illness.

For more information and the copy of the addendum, kindly go to the this link:  
<https://www.philembassy.org.au/latest/news/verification-of-employment-contracts-and-issuance-of-overseas-employment-certificates-oec-for-vacationing-ofws>

3. Working Visa (present original, provide copy)
4. Bio-page/data-page of worker's passport (present original, provide copy)
5. Paid self-addressed return envelope or airwaybill from international courier for New Zealand (DHL, FEDEX or any other international courier) with contact number to your preferred location of receipt of documents.
6. Verification fee is AU\$18.00 and payment may be through a Bank Draft payable to POLO - Philippine Embassy. Kindly write your name at the back of the Bank Draft. **Please make sure that payment is in Australian Dollars and the Australia Drawee Bank is indicated at the "TO" portion.**