

**[ POEA MEMORANDUM CIRCULAR NO. 14, 2002,  
September 27, 2002 ]**

**IMPLEMENTING GUIDELINES FOR THE REGISTRATION OF  
WORKERS-ON-LEAVE**

Pursuant to Section 5, Rule III, Part III of the 2002 POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Workers on the Registration of Workers-on-Leave, the following guidelines are hereby issued:

1. Definition of Terms:

A Worker-on-Leave shall refer to an Overseas Filipino Worker (OFW) who is on vacation or on leave and is returning to the same employer.

2. Documentary Requirements:

Workers-on-Leave shall submit the following documents to the Administration or to its designated centers or units in the country or overseas for registration:

2.1 Valid Passport

2.2 Re-entry visa, work permit, or any equivalent document

3. Registration Fees:

The following are the fees that a Worker-on-Leave is required to pay to register and secure an Overseas Employment Certificate (OEC) and/or OFW Electron ID card (E-Card):

3.1 A Worker-on-Leave with valid OWWA membership and Medicare coverage shall only pay Php100.00 for POEA processing fee.

3.2 A Worker-on-Leave with expired OWWA membership contribution and Medicare coverage shall pay the following:

- POEA Processing Fee      Php 100.00
- OWWA membership  
contribution US\$25.00      Php1,275.00
- or
- Medicare coverage  
premium                      Php900.00

4. Where to Register and Secure Overseas Employment Certificate (OEC) and/or OFW Electron ID Card (E-Card):