

**[POEA MEMORANDUM CIRCULAR NO. 03, SERIES
of 1998, February 04, 1998]**

**ISSUANCE OF OVERSEAS EMPLOYMENT CERTIFICATE TO CABIN
CREW/FLIGHT ATTENDANTS ON HOME LEAVE**

In line with the deregulation thrust of the Administration and in order to rationalize the issuance of overseas employment certificates (OECs) to Filipino cabin crew/flight attendants of commercial aircrafts of foreign registry who are on home leave, the following guidelines are hereby prescribed for the guidance and compliance of all concerned:

1. Cabin crew/flight attendants who are departing from the country on their operational flights shall not be issued OEC.
2. Cabin crew/flight attendants who are joining their operational flights outside the country shall be issued OEC upon presentation of the following:
 - a. crew's valid passport,
 - b. valid identification card,
 - c. plane ticket or boarding pass, and
 - d. airline certification that crew member is joining operational flight abroad.

The cabin crew/flight attendant shall pay the processing fee of One Hundred Pesos (P 100) for the initial issuance of OEC. Subsequent issuances within a period of one (1) year shall be free of charge, provided a copy of the OEC issued initially is presented. Otherwise, the crew member shall pay the prescribed processing fee.

3. OECs issued by the Labor Assistance Centers at international airports shall be valid only on the date of issuance.

This Order supersedes Memorandum Circular No. 09, Series of 1990.

Effective immediately.

Adopted: 04 Feb. 1998

(SGD.) FELICISIMO O. JOSON
Administrator
