

Untitled Document

Illegal Recruitment/Human-smuggling

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SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday - 8:00a.m. to 5:00p.m.

WHO MAY AVAIL OF THE SERVICE

- Distressed OFWs
- NOK of distressed OFWs
- Other Government Agencies
- Media
- Non-government organizations

WHAT ARE THE REQUIREMENTS

Certain documents may be required as deemed necessary.

How to Avail of the Service:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON INCHARGE
1.		OUMWA			
Reception Counter		Register in the OUMWA Walk-in Client Monitoring Sheet.			
Assistant Monitoring Sheet	None	OUMWA Walk-in Client			
2.		OUMWA			
Reception Counter		Request Assistance-to-Nat'l Preside ATN Form with ATN Form			
Assistant	None	ATN Form			
b) Explain to client how to fill up the ATN Form.					
3.		OUMWA			
Reception Counter		a) Fill-up the ATN Form	a) Receive and review information indicated by client		

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Assistant	None	ATN Form
b) Submit to the Reception		
Assistant.	b) Based on information indicated in the ATN Form, refer to Legal Officer.	
4.	Interview	
Desk	a) Undergo interview by Legal Officer interview station.	
b) Require information on whereabouts (last known address, detention facility), illegal recruiter.		
c) Refer client to POEA-Anti-Illegal Recruitment Branch and National Bureau of Investigation for filing of complaint.		
5.	Interview	
Desk/ Reception Counter	Obtain contact information of the Legal Officer Contact Info Card of Legal Officer	
Reception Assistant	None	Contact Info Card
6.	Follow-up with Legal Officer	
(walk-in or telephone).	Provide updates based on working reports	
*OUMWA will communicate with Post.	Legal Officer	None

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary.