

Untitled Document

Jail Visitation/Assistance to Detained OFW

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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

REQUIREMENTS

- Certain documents may be required as deemed necessary.

How to Avail of the Service:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON INCHARGE
1.	Reception Counter (DFA, 3rd floor)	OUMWA	Register in the OUMWA Walk-in Client Monitoring Sheet	5 mins	Monitoring sheet.
	Assistant Monitoring Sheet	None	OUMWA Walk-in Client		Re
2.	Reception Counter (DFA, 3rd floor)	OU MWA			

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Monday, 02 January 2012 09:25

floor)	Request Assistance to National Police (ATN) Form with a Reception Assistant	
Assistant	None	ATN Form
d) Explain to client how to fill up the ATN Form.		
3.	OUMWA	
Reception Counter (DFA, 3rd floor)	c) Fill-up the ATN Form	c) Receive and review information indicated by client
Assistant	None	ATN Form
d) Submit to the Reception Assistant.		
4.	Interview	
Desk (DFA, 3rd floor)	b) Undergo interview by Legal Officer	Legal Officer interview should be.
e) Require information on whereabouts (last known address, employer, detention facility)		
5.	Interview	
Desk/ Reception Counter (DFA, 3rd floor)	Obtain contact information of the Legal Officer	Provide Legal Officer Contact Info Card of Legal Officer/
Legal Officer Reception Assistant	None	Contact Info Card
6.	Follow-up with Legal Officer	Per (with updates) (person)
*OUMWA will communicate with Post.	Legal Officer	None

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