

Untitled Document

**Provision of Services of Lawyer/Counsel**

Telephone Numbers: 834-4996/834-4449

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E-mail address: [oumwa.ph@gmail.com](mailto:oumwa.ph@gmail.com)**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

**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	OUMWA	Register in the OUMWA Walk-in Client Monitoring Sheet	5 minutes	Reception Assistant
	Assistant Monitoring Sheet	None	OUMWA Walk-in Client		
2.	Reception Counter (DFA, 3rd floor)	OU MWA	Request Assistance to National Police Office with a Police Officer	10 minutes	Reception Assistant

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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.	d) Based on information indicated in the ATN Form, refer to Legal Officer.	
4.	Interview	
Desk		
(DFA, 3rd		
floor)	b) Undergo interview by Legal Officer	Legal Officer interview with client.
e) Require information on whereabouts (last known address, employer, detention facility)		
5.	Interview	
Desk/		
Reception		
Counter		
(DFA, 3rd		
floor)	Obtain contact information from Legal Officer	Provide Legal Officer Contact Info Card of Legal Officer
Reception		
Assistant	None	Contact Info Card
6.		Follow-up with Legal Officer (with updates as needed)
*OUMWA will		
communicate		
with Post.	Legal Officer	None

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