

Shipment of Personal Belongings

Monday, 02 January 2012 09:32

Untitled Document

Shipment of Personal Belongings

Telephone Numbers: 834-4996/834-4449

Fax Number: 551-0847

E-mail address: 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.		OUMWA			
Reception Counter		Register in the OUMWA Walk-in Client Monitoring Sheet			
Assistant Monitoring Sheet		None	OUMWA Walk-in Client		
2.		OU MWA			
Reception Counter (DFA, 3rd floor)		Request Assistance to National (ATN) Form ATN Form			
		Provides ATN Form ATN Form			

Shipment of Personal Belongings

Monday, 02 January 2012 09:32

Assistant	None	ATN Form
Explain to client how to fill up the ATN Form.		
3.	OUMWA	
Reception Counter (DFA, 3rd floor)	Fill-up the ATN Form	Receive and review information indicated by client in
Assistant	None	ATN Form
Submit to the Reception		
Assistant.	Based on information indicated in the ATN Form, refer to Legal Officer.	
4.	Interview	
Desk (DFA, 3rd floor)	Undergo interview by ATN Officer	ATN Officer interviews the clients.
Require information from the client on the location and custodian of the personal belongings.		
Inquire if arrangements have been made with the custodian for the shipment of the personal belongings.		
5.	Interview	
Desk/ Reception Counter (DFA, 3rd floor)	Obtain contact information of the Legal Officer	Provide Legal Officer Contact Info Card of Legal Officer
Reception Assistant	None	Contact Info Card
6.		Follow-up with Legal Officer (via updates telephone)

Shipment of Personal Belongings

Monday, 02 January 2012 09:32

*OUMWA will			
communicate			
with Post	Legal Officer	None	

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

Shipment of Personal Belongings

Monday, 02 January 2012 09:32
