

Shipment of Remains

Monday, 02 January 2012 09:39

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Shipment of Remains

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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

REQUIREMENTS

- Letter of Acceptance
- OWWA Information Sheet
- Special Power of Attorney duly authenticated by the Saudi Embassy in Manila in favor of employer
- Photocopy of passport of the deceased OFW
- Picture of the deceased

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 Counter
	Assistant Monitoring Sheet	None	OUMWA Walk-in Client		
2.	Reception	OU MWA			

Counter			
(DFA, 3rd			
floor)	Request Assistance-to-Nationals (ATN) Form	ATN Form	Reception Assistant

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.

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*Special Power of Attorney

duly authenticated by the Saudi Embassy in Manila in

favor of employer or area coordinator and Philippine

Consulate General (or its

duly authorized

representative)

*Photocopy of passport of

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the deceased OFW

*Picture of the deceased

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

Le

Reception		
Assistant	None	Contact Info Card

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6.		Follow-up with Legal Officer (will update epi send)	Per (will update epi send)
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*OUMWA will
communicate
with Post

*Completion of the process for the shipment

of the remains

on several

factors/

requirements

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of host			
government.	ATN Officer	None	

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

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