

Untitled Document

Human Trafficking

Telephone Numbers: 834-4996/834-4449

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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.	Reception Counter (DFA, 3rd floor)	OUMWA	Register in the OUMWA Walk-in Client Monitoring Sheet	5 minutes	Receptionist
	Assistant Monitoring Sheet	None	OUMWA Walk-in Client		
2.	Reception Counter (DFA, 3rd floor)	OUMWA			

floor)	Request Assistance-to-Nationals	
(ATN) Form from Reception		
Assistant	i) Provide client with ATN Form.	Reception
Assistant	None	ATN Form
j) Explain to client how to fill up the ATN		
Form.		
3.	OUMWA	
Reception		
Counter		
(DFA, 3rd		
floor)	i) Fill-up the ATN Form	i) Receive and review information indicated
by client in the ATN Form	1.0 mins.	Reception

Assistant	None	ATN Form
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j) Submit to the Reception

Assistant.	j) Refer to Legal Officer.
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4.	Interview
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Desk

(DFA, 3rd

floor)	c) Undergo interview by Legal Officer	Legal Officer interviews the client.	Submit.
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r) Require information on whereabouts (last

known address, detention facility), illegal

recruiter.

s) Refer client to Department of Justice

(Inter-Agency Council Against Trafficking) and National Bureau of

Investigation (Anti-Human Trafficking Division) for filing of complaint.

5.

Interview

Desk/

Reception

Counter

(DFA, 3rd

floor)	Obtain contact information from the Legal Officer	Provide Legal Officer Contact Info Card of Legal Officer	
Officer	2 mins.	Legal Officer/	
Reception			
Assistant	None	Contact Info Card	
6.		Follow-up with Legal Officer (will update person)	Provide updates (person)

*OUMWA will			
communicate with			
Post	Legal Officer	None	

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