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(In case client visits OUMWA Legal Office for services)	Legal Officer receives client's request of letter/fax.
3.	Undergo phone interview by Legal Officer

Explain to the client the actions to be done by the DFA on the case			
Briefs the client on actions required from their end pending resolution of the case.			
Call the Local Manning Agency for verification and details.			
Verify the local manning agency with the POEA.			
Advise the client to coordinate closely with the local manning agency.			
6.		Follow-up with Legal Officer (will update as per case)	

*OUMWA will

communicate			
with Post	Legal Officer	None	

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

