

HOW TO SECURE AN OEC THRU THE BM ONLINE PROCESSING SYSTEM

1. A **Returning/Vacationing Worker or Balik Manggagawa (BM)** who wishes to obtain an Overseas Employment Certificate (OEC), shall register through the **BM Online Processing System (bmonline.ph)** prior to his/her scheduled date of return to employer.
2. The worker has to fill-in his/her personal and employment particulars. For new users, register in the system using a personal email account and click the Sign me up button; open email account to click the confirmation link and activate the account.
 - The information provided will be electronically transmitted to the Bureau of Immigration (BI) to serve as reference of the Immigration Officer in validating the exemption of the BM worker at the time of his/her departure from the Philippines.
3. An instructional video is also included in the web site to guide first time users. ([See BM Online Instructional Video](#))
4. BM workers who meet the following conditions may be exempted from securing OEC:
 - Those who are returning to the same employer and jobsite;
 - Those who have previously registered through the BM Online Processing System; and
 - Those hired through the Government Placement Branch, if they fall under the above categories
5. Workers who are not exempted from the OEC requirement shall be redirected to the BM Online Appointment page to avail themselves of the Appointment Service for regular processing of their OECs on their preferred date and time at the POLO or at any POEA processing sites within the Philippines.
6. The documentary requirements to be submitted to the POLO are:
 - Passport with at least six (6) months validity from the date of intended departure; and
 - Valid and appropriate visa or work permit/carte legitimacion or valid proof of existing employment such as payroll slip/valid company identification card/existing employment contract.
7. The OEC shall be valid for sixty (60) days from date of issuance and the processing fee is CHF2.10.