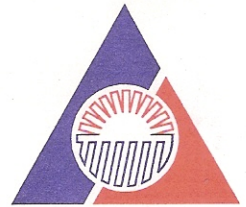


Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
**Overseas Workers Welfare Administration**

OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City  
P.O. Box 1617 Manila Philippines, Zip Code - 1300  
Tels. 891-7601 to 24 • Fax: 833-0187  
Website: www.owwa.gov.ph



**PDOS ADVISORY NO. 12**  
**Series of 2009**

**TO : ALL PDOS PROVIDERS**  
**SUBJECT : IMPORTANT OFW DOCUMENTS**

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In line with our duty to protect and uphold the welfare of all OFWs and to enable our Embassy, Consulates, POLOs to help those requiring immediate assistance, please inform all outbound workers to secure and keep copies of the following documents before submitting the original to their recruitment agencies:

1. Passport
2. Employment Contract
3. Iqama, residence permit or its equivalent

Also, please advise them to leave copies or send copies of said documents to their relatives/ Next-of-Kin. This will help facilitate assistance to OFWs when necessary.

For strict compliance of all concerned.

*Carmelina F. Velasquez*  
**CARMELINA F. VELASQUEZ**  
Director IV, FIMO-PDOS

10 November 2009