

**OVERSEAS FILIPINO WORKERS (OFW) ASSISTANCE**

**Description of the Service: The City Government/PESO/NGO advocates, protects and help OFWs who are maltreated/abused in the hand of their foreign employer and assist them back home safely.**

Office or Divisions:	CITY LABOR, FOREIGN AGENCY AND EMPLOYMENT OFFICE			
Classification:	Simple			
Type of Transactions:	GOVT TO GOVT (G2G)			
Who may avail:	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
- Photocopies of Employment Contract, Passport, Insurance of OFW, OWWA Employment Certificate - Intake Sheet		<b>Applicant</b>  <b>PESO Office</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the PESO Office Migrant Desk for consultation in availing assistance.	Assist and give list of requirements in availing the assistance.	NONE	5 minutes	<b>Nelson M. Fajardo</b> <i>Migrant Officer</i>
2. (For complete required documents)  Present the required documents and fill up the intake sheet form for all interviews.	Verify, evaluate and make an interview.	NONE	20 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i>  <b>Nelson M. Fajardo</b> <i>Migrant Officer</i>
3. Wait for notification for the update of assistance.	Issue notice for the assistance and make referral to be submitted at POEA and Philippine Recruitment Agency.	NONE	1 day	<b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i>  <b>Nelson M. Fajardo</b> <i>Migrant Officer</i>
4. Wait for the feedback and progress of the assistance.	Arrange and take necessary actions for the departure of the client.	NONE	5 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i>  <b>Nelson M. Fajardo</b> <i>Migrant Officer</i>
<b>TOTAL:</b>			<b>1 DAY &amp; 30 MINS</b>	