

MWO Advisory No. 01 Series of 2026

CONTRACT VERIFICATION for OFWs Balik-Manggagawa

Who are qualified?

1. For Filipino workers who are already working in Australia and have no previous DMW record
2. For OFWs who changed employers while in Australia
3. For OFWs who changed jobsite (cross-country)

What are the types of work visas qualified to submit documents?

1. Holders of VISA 482, 485, 491, 494, 400, 408

What are the documentary requirements?

1. Copy Employment Contract/Offer letter
2. Copy of work visa
3. Copy of worker's passport
4. Copy of one (1) latest pay slip
5. Copy of Health Insurance with Repatriation Coverage (Overseas Visitors Health Cover)

For 491 and 494 visa holders – please submit OFW Mandatory Insurance (can be purchased online)

6. Verification fee - Money Order of \$18
 - Can be purchased from Australia Post
 - Payable to MWO – Philippine Embassy
 - Please write your full name at the back of the money order
7. Express Post Prepaid return envelope – Large Size
 - Can be purchased from Australia Post
 - To be used in mailing your verified documents. Please write your full name, complete address, contact number and email address on the return envelope. (Extra envelope)

Please send the complete set of documents (Items 1-7) to:

MWO-CANBERRA, Philippine Embassy
1 Moonah Place, Yarralumla ACT 2600, Australia

How to Apply for Overseas Employment Certificate (OEC)

A. For New Registrant

Step 1: Register to E- Registration and click LETS GO!

<https://onlineservices.dmw.gov.ph>

Step 2: Log in to your account using your registered email address

Step 3: Click My Profile. Fill out data such as Personal information, passport details, beneficiaries and upload photo and passport

Step 4: Go to Dashboard and click BALIK- MANGGAGAWA

Step 5: Click Next (you may skip Pag-ibig MID)

Step 6: Input your return flight date

Step 7: Input your Employment details, avoid using period, comma and symbols then click submit

Step 8: Click Processing Site (schedule an appointment at the nearest DMW office in the Philippines)

Step 9: Click Nearest available schedule

Step 10: Print or screenshot your Appointment

Step 11: Present the Verified Employment Contract and the OEC appointment to DMW Officer

Step 12: Once OEC is approved, log in to your account, click Balik-Manggagawa then click view OEC.

B. For Change Employer

Step 1: Log in to your account (<https://onlineservices.dmw.gov.ph>) using your registered email address

Step 2: Go to Dashboard and click BALIK- MANGGAGAWA

Step 3: Click Next (you may skip Pag-ibig MID)

Step 4: Input your return flight date

Step 5: Click NO, when prompted to the questions below: Are you returning with same employer? Jobsite?

Step 6: Input your Employment details, avoid using period, comma and symbols then click submit

Step 7: Click Processing Site (schedule an appointment at the nearest DMW office in the Philippines)

Step 8: Click Nearest available schedule

Step 9: Print or screenshot your Appointment

Step 10: Present the Verified Employment Contract and the OEC appointment to DMW Officer

Step 11: Once OEC is approved, log in to your account, click Balik-Manggagawa then click view OEC

C. OEC Exemption with the Same Employer

Step 1: Log in to your account (<https://onlineservices.dmw.gov.ph>) using your registered email address

Step 2: Go to Dashboard and click BALIK- MANGGAGAWA

Step 3: Click Next (you may skip Pag-ibig MID)

Step 4: Input your return flight date

Step 5: Click YES, when prompted to the questions below: Are you returning with same employer? Jobsite?

Step 6: Click view OEC