



**ADVISORY NO. 08**  
Series of 2024

**TO : All Concerned Licensed Recruitment Agencies (LRAs), Licensed Manning Agencies (LMAs), DMW Landbased and Seabased, DMW Pre-Employment Government Placement Bureau (PEGPB), Adjudication Bureau, Legal Assistance, Repatriation, Conciliation other DMW Office at the Central Office and Regional Offices, Trial Court, other Government Agencies, Overseas Filipino Workers (OFWs) and their families.**

**SUBJECT : OFW RECORD ONLINE APPOINTMENT SYSTEM (OROAS)**

Pursuant to the thrust of the Department to continuously improve its services, processing of requests for OFW Information/Records can be scheduled at the requester's convenient date and time through the use of the OFW Records Online Appointment System (OROAS) which can be accessed through the Department of Migrant Workers (DMW) website <http://www.dmw.gov.ph> or through the direct link [ofwrecords.dmw.gov.ph](http://ofwrecords.dmw.gov.ph). The OROAS is a web-based application that allows clients to conveniently secure their appointment schedule anytime in the comfort of their home.

Please be guided by the online appointment procedures below:

1. Register at [ofwrecords.dmw.gov.ph](http://ofwrecords.dmw.gov.ph) or go to the DMW official website, <http://www.dmw.gov.ph>, and click on the Quick Link **OFW Records**;
2. For New Users, click on the New User button to go to Register/Make an Appointment. Fill out the required information and select your desired Appointment Date and Time;
3. For Previous Users, just login with your latest Appointment Reference Number (ARN), Mother's Maiden Name, Last Name, and First Name to open and edit your account, to update the information saved in the DMW OFW Records Online Appointment System. Select your desired Appointment Date and Time;
4. After a successful submission, the Request for Verification/Certification of OFW Records Form or Appointment Form will be displayed, then click on "Print"; and
5. Bring your printed Request for Verification/Certification of OFW Records Form or Appointment Form to chosen/selected DMW Office on your scheduled date and time together with one (1) valid government-issued Identification Document (ID) with photo and signature.

*\*Valid government issued Identification Document (ID):*

- Passport
- UMID / SSS ID
- Driver's License
- PRC Card
- NBI Clearance
- Police Clearance ID
- Pag-Ibig Loyalty Card
- Philhealth Card
- OFW e-Card
- TIN ID / BIR ID



- Voter's ID
- Postal ID

If not the OFW him/herself, please be guided by and provide the following documentary requirements:

- A. For family members of the OFW (Spouse, Children, Parents and Siblings)
1. One (1) original print copy of accomplished online appointment / Request for Verification/Certification of OFW Records Form
  2. One (1) original/scanned copy of Authorization Letter / Written Consent authorizing the request and release of the OFW Information / Record and indicating the name of the authorized family member/s, reason for OFW's non-availability, and the purpose of the request, duly signed by the OFW, with attached copy of passport or *\*Valid government issued Identification Document (ID)* with photo and signature.
  3. Proof of relationship with OFW. Present Original Copy or Authenticated Copy of the following and submit photocopy:
    - Spouse (Asawa): One (1) copy of Certificate of Marriage (Latest)
    - Child/Children (Anak): One (1) copy of Certificate of Live Birth of the OFW's child (must be acknowledged by the OFW/Father)
    - Parent (Magulang): One (1) copy of Certificate of Live Birth of the OFW
    - Sibling (Kapatid): One (1) copy of Certificate of Live Birth of the OFW and One (1) copy of Certificate of Live Birth of sibling
  4. One (1) *\*Valid government-issued Identification Document (ID)* with photo and signature. Present one (1) original ID and submit photocopy.
  5. If deceased OFW. Present Original Copy or Authenticated Copy of the following and submit photocopy:
    - One (1) copy of Certificate of Death
    - CENOMAR / Advisory of Marriages
- B. For other parties.
1. For Person Authorized by the OFW:
    - 1.a. One (1) original print copy of accomplished online appointment / Request for Verification/Certification of OFW Records Form
    - 1.b. One (1) original/scanned copy of Authorization Letter / Written Consent authorizing the request and release of the OFW Information / Record and indicating the name of the authorized family member/s, reason for OFW's non-availability, and the purpose of the request, duly signed by the OFW and his/her authorized representative.
      - 1.b.1. Consularized Special Power of Attorney, if the OFW is currently working overseas or onboard.
    - 1.c. One (1) *\*Valid government issued Identification Document (ID)* with photo and signature of the OFW and the Authorized Representative. Present one (1) original ID and submit photocopy.

However, if the requesting party is not the OFW himself/herself and with case filed at the court and legal concern / issues, the issuance of the OFW Information / Record shall be subject to approval of the DMW Data Protection Officer (DPO) or the Chairperson of the DMW Data Privacy Technical Committee (DPTC) in accordance with the Data Privacy Act, prior to issuance by the concerned office.

2. For parties with case filed at court and legal concerns / issues:
  - 2.a. Court Order directing the DMW to issue the Certified Copy of the OFW Information / Record or written request address to DMW Data Privacy



- Officer (DPO) or Chairperson of the DMW Data Privacy Technical Committee (DPTC) from Law Offices or any government agencies whose mandate is to seek the truth, justice, protection of lawful rights and interest of natural or legal person in court proceedings, or the establishment, exercise or defense of legal claims or when provided to government or public authority.
- 2.b. Proof of relationship with OFW. Present Original Copy or Authenticated Copy and submit photocopy:
- Spouse (Asawa): One (1) copy of Certificate of Marriage (Latest)
  - Child/Children (Anak): One (1) copy of Certificate of Live Birth of the OFW's child (must be acknowledged by the OFW/Father)
  - Parent (Magulang): One (1) copy of Certificate of Live Birth of the OFW
  - Sibling (Kapatid): One (1) copy of Certificate of Live Birth of the OFW and One (1) copy of Certificate of Live Birth of sibling
- 2.c. One (1) \*Valid government issued Identification Document (ID) with photo and signature of the OFW and the complainant. Present one (1) original ID and submit photocopy.
3. For Landbased and Seabased Recruitment Agencies with legal concerns / issues:
- 3.a. One (1) original copy of Formal Written Request address to DMW Data Privacy Officer (DPO) or Chairperson of the DMW Data Privacy Technical Committee (DPTC) indicating the purpose of the request and signed by the authorized signatory
- 3.b. One (1) photocopy of the Notice / Order from DMW / NLRC / NCMB / OWWA / MARINA or any government agencies whose mandate is to seek the truth, justice, protection of lawful rights and interest of natural or legal person in court proceedings, or the establishment, exercise or defense of legal claims or when provided to government or public authority.
- 3.c. One (1) \*Valid government issued Identification Document (ID) with photo and signature of the authorized representative. Present one (1) original ID and submit photocopy.

Further, all concerned are hereby informed that the assigned Regional Directors, OICs, Heads and Coordinators of the above DMW Offices are authorized to certify and issue the requested OFW Information/Record which is valid for employment, loan and benefits application requirements and other purposes.

For purposes of internal consumption/evaluation, verification and viewing only of OFW Information/Record for processing of employment application, complaint, settlement, cases and other purposes related to the function of the Department, concerned offices may refer to the common link used by the General Services Division (GSD), which can be requested by the DMW Senior Official/s / Director/s to the Management Information Technology Service (MITS) for installation to computers of authorized employee/s of the DMW Senior Official/s / Director/s. Printing of copy is allowed only for internal/purposes mentioned above and should not be given to other parties if not the OFW him/herself. This is in accordance with the Ease of Doing Business of the Department to reduce the process cycle time of processes, documentary requirements and print copies that will reduce the required consumables. However, for clients of the Legal Assistance and other Offices of the DMW that were advised to file a case to NLRC and/or Court, or the OFW him/herself would want to file a case, the OFW shall secure the certified copy of his/her INFOSHEET to the GSD using the OROAS. In case of other party, approval of the DMW Data Protection Officer (DPO) or Chairperson of the DMW Data Privacy Technical Committee (DPTC) through letter request is needed.



For the Licensed Recruitment Agencies (LRAs) and Licensed Manning Agencies (LMAs), please provide the necessary assistance to your applicants by making their online application using the OROAS to schedule their visit to the DMW office for processing of their OFW Information / Record.

For guidance and information of all concerned.

  
**HANS LEO J. CACDAC**  
Officer In-Charge

\_\_ April 2024

