




Philippine  
Overseas  
Employment  
Administration

# BALIK MANGGAGAWA ONLINE PROCESSING SYSTEM

*ONLINE PROCESSING  
Guide*

# The sign-up page. As a new user, the worker is required to sign-up first to be able to proceed with the system.

← → ↻ bmonline.poea.gov.ph

 Philippine Overseas Employment Administration

poea.gov.ph

## Balik-Manggagawa Online Processing System

Get and pay for your Overseas Employment Certificate (OEC) online.

**Anywhere. Anytime.**

Available only for workers on vacation, rehired, or returning to the same employer, and with existing record in the POEA database.

If you're a Balik-manggagawa or returning worker but do not meet the above criteria, you will be redirected to the BM APPOINTMENT PAGE for regular processing of OEC's on your chosen date and time.

For more information, contact any of the following:

**BalikManggagawa Processing Division**  
Tel No: 7210785 eMail Address: bmpd@poea.gov.ph  
POEA Regional Offices  
Philippine Overseas Labor Offices

Already Registered?

E-mail Address

Password

Login

[Forgot password ?](#)

CLICK HERE FOR INSTRUCTIONAL VIDEO

New User?

First Name

Middle Name

Last Name

Birth Date

Gender

E-mail

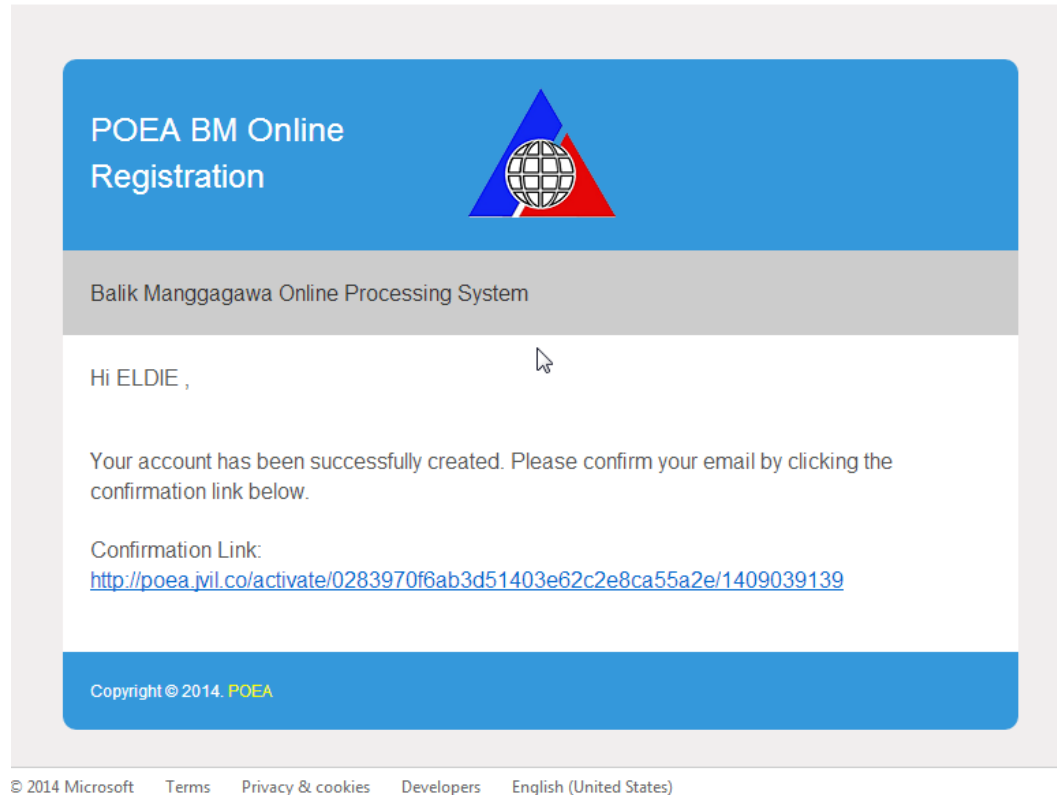
New Password

Reenter Password

I ACCEPT THE TERMS OF SERVICE

Sign Me Up

**After signing-up, the system will now send an E-mail to the worker with a confirmation link attached to it for verification of the account.**



The worker may now log-in to their account after clicking the confirmation link sent to his/her email. Once logged-in, the system will automatically ask the worker for their last OEC number.

The screenshot shows the POEA online portal interface. At the top, the browser address bar displays `bmonline.poea.gov.ph`. The page header includes the POEA logo and the text "Philippine Overseas Employment Administration". A user profile dropdown menu shows "Juan Manuel Dela Cruz".

A central pop-up window titled "OEC Number Verification" is displayed. It contains the text "ENTER THE LAST ISSUED OEC NUMBER" above a text input field. To the right of the input field is a green "OK" button. Below the input field, there is a link: "Forgot your OEC Number or record not found? [CLICK HERE](#) to set an appointment." A mouse cursor is pointing at the "CLICK HERE" link.

The background shows the "My Profile" section of the user's account. It includes a sidebar with navigation options: "My Profile", "My Transactions", "Announcements", and "Documentation". The main content area is titled "1. Personal Data" and contains a form with the following fields:

- First Name \***: JUAN
- Middle Name \***: MANUEL
- Last Name \***: DELA CRUZ
- Extension Name**: (empty)
- Passport Number \***: (empty)
- Passport Expiration (MM/DD/YYYY) \***: (empty)
- Visa Validity Date (MM/DD/YYYY) \***: (empty)
- Birth Date \***: 12 / Jan / 1976
- Birth Place \***: (empty)
- Civil Status \***: - Civil Status -
- Gender \***: MALE
- Address \***: (empty)
- SSS**: (empty)
- PHILHEALTH**: (empty)
- PAGIBIG**: (empty)

On the right side of the page, there is a "Help Desk Support" section listing several support agents with their names and locations, such as "Betsy Crona Region 1 (La Union)", "Simon Haley UAE (Dubai)", and "VIRO P. EVANGELISTA POEA Main Office (Ortigas)".

After entering the OEC the system will then ask the worker if he/she will be returning to the same employer and jobsite. If the worker answered NO, he/she will not be eligible for a straight online process and would be required to set an appointment.



Confirmation

---

Are you returning to the same EMPLOYER and JOBSITE?

Employer: GULF PIPING COMPANY WLL  
Jobsite: UNITED ARAB EMIRATES

No Yes

The worker now needs to complete the 3 forms, Personal Info, Contract Particulars and Legal Beneficiaries / Qualified Dependents.

After completing the forms click here to upload/take a photo

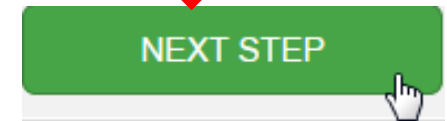
1. Personal Data

OFW ID:	N142349
OFW Name:	EMILY CORTEZ NAPOLES
Passport Number:	EB7948575
Visa Validity Date:	November 11, 2015
Passport Expiry Date:	December 12, 2015
Birth Date:	May 16, 1978
Birth Place:	MANILA
Gender:	female
Telephone Number:	1234
E-mail Address:	poa@bmonline004@outlook.ph
Civil Status:	SINGLE
Address:	St Brgy Santo Domingo Iloocos Sur
Mother's Name:	qwe asd zxc

2. Contract Particulars

OEC NUMBER:	50000191
Date Processed:	August 28, 2014
Validity Date:	September 26, 2014
Country:	CANADA
Employer Name:	DEANNA NICOLE KIBBLEWHITE 317580
Address:	-
Telephone No.:	-
E-mail:	-
Salary:	9.82 CAD
Position:	CAREGIVER
Passport Number:	-
Contract Duration:	24 months
Last Deployment Date:	01 Jan 2013
Last Arrival Date:	02 Feb 2014

Afterwards, just click on NEXT STEP



**After clicking NEXT STEP, the system would ask the worker a series a questions; Flight Schedule, Confirmation if he/she will be returning to the same employer and jobsite, and a Message to certify that the information the worker provided are true and correct**

Please enter expected flight schedule.

Flight Schedule (MM/DD/YYYY)

**Note:** Make sure you have a valid Visa or Passport six (6) months from your intended departure.

Close Submit



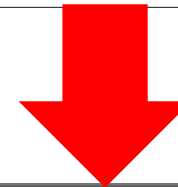
Confirmation

Are you returning to the same EMPLOYER and JOBSITE?

**Employer:** JARIR BOOKSTORE/MOHD ABDULRAHMAN AL AGEEL AND BROTHERS  
**Jobsite:** Mayotte

**Note:** If "NO", please set an appointment.

Set Appointment Yes




Confirmation

I hereby certify that the information I provided are true and correct.

Go Back Acquire OEC

# THE PAYMENT PAGE

← → ↻ | bmonline.poea.gov.ph/payment | 🔍 ☆ ☰

 Philippine Overseas  
Employment Administration | Emily Cortez Napoles ▾

**Payment**

**ASSESSMENT INFORMATION**





Description	Amount
POEA BM Processing Fee	100.00
Subtotal	0
Total	100.00

**Notes:** Please be informed that there is an additional transaction fee of PHP 19.50 for the use of this e-payment system.

**PAYMENT INFORMATION**

First Name:  | Last Name:














Amount:  | Email:

[SET APPOINTMENT](#) | [Proceed to Payment](#)

**Notes:** If you have questions or concerns, please set an appointment.

**Help Desk Support**

-  Betsy Crona  
Region 1 (La Union)
-  Simeon Haley  
UAE (Dubai)
-  Eberos B Evangelista  
POEA Main Office (Ortigas)
-  EDITHA NA DELA PENA  
Region11 (Davao)
-  MARITES M MAYNES  
Region 1 (La Union)
-  EVELIA M DURATO  
Region 7 (Cebu)
-  EDITHA DELA PENA  
Region11 (Davao)
-  LEONARD TOLENTINO MANALAYSAY  
POEA Main Office (Ortigas)
-  I-SYS I CORP  
POEA Main Office (Ortigas)
-  JUAN DE LACRUZ  
Qatar (Doha)
-  JOE CUTE GANDA  
POEA Main Office (Ortigas)
-  SAMPLE SAM PLE  
POEA Main Office (Ortigas)
-  ABC SAMEPL EXMAPLE  
POEA Main Office (Ortigas)

**When making a payment, the working can choose which payment mode is more convenient for them, he/she may choose either **BANKS OVER-THE-COUNTER, BANKS ONLINE, NON-BANKS OVER THE COUNTER** and **GCASH****

Payment

**ASSESSMENT INFORMATION**





Description	Amount
PDEA BM Processing Fee	100.00
Subtotal	0
Total	100.00

**Note:** Please be informed that there is an additional transaction fee of PHP 19.50 for the use of this e-payment system.

**PAYMENT INFORMATION**

First Name: EMILY Last Name: NAPOLES

Amount: 100.00 Email: poeabmonline004@outlook.ph

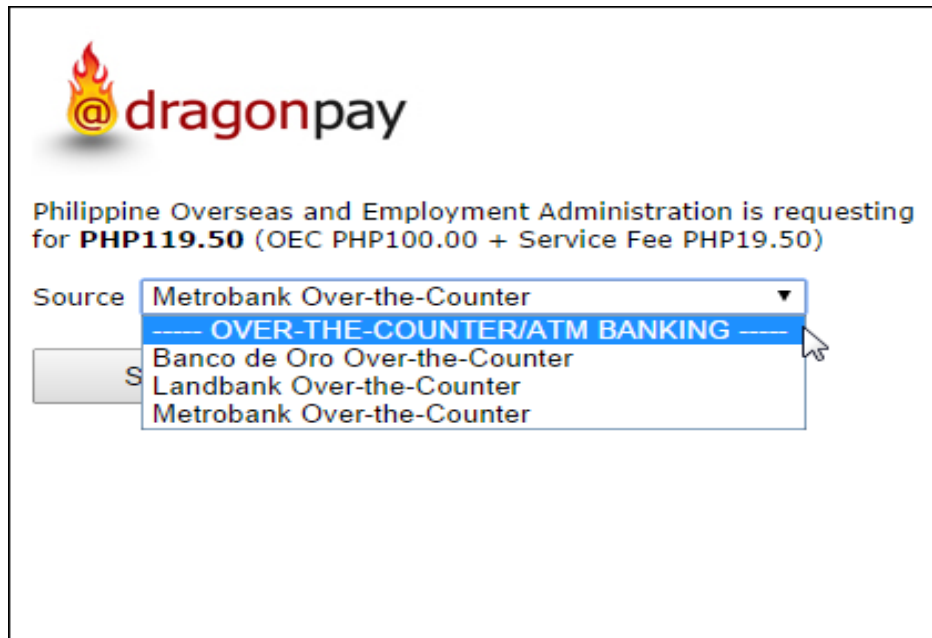



[SET APPOINTMENT](#) [Proceed to Payment](#)

**Note:** If you have questions or concerns, please set an appointment.



# For BANKS OVER-THE-COUNTER



 **dragonpay**

Philippine Overseas and Employment Administration is requesting for **PHP119.50** (OEC PHP100.00 + Service Fee PHP19.50)

Source

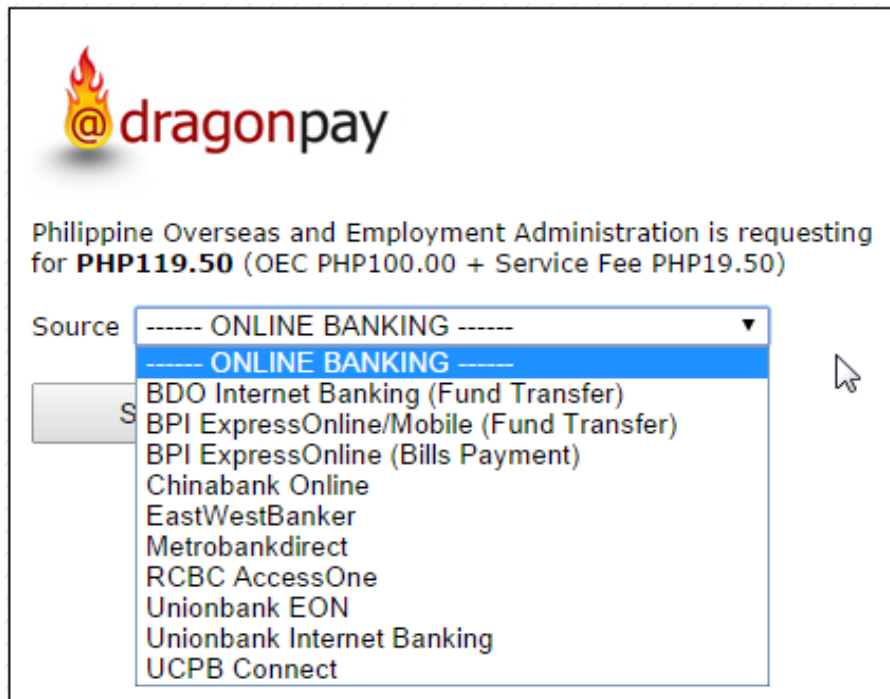
- OVER-THE-COUNTER/ATM BANKING -----
- Banco de Oro Over-the-Counter
- Landbank Over-the-Counter
- Metrobank Over-the-Counter


The worker can choose any of the listed banks:

- **Banco de Oro Over-The Counter**
- **Landbank Over-The Counter**
- **Metrobank Over-The Counter**

*\*Payment instructions will also be sent automatically through worker's email.*

# FOR BANKS ONLINE



 **dragonpay**

Philippine Overseas and Employment Administration is requesting for **PHP119.50** (OEC PHP100.00 + Service Fee PHP19.50)

Source

- ONLINE BANKING -----
- BDO Internet Banking (Fund Transfer)
- BPI ExpressOnline/Mobile (Fund Transfer)
- BPI ExpressOnline (Bills Payment)
- Chinabank Online
- EastWestBanker
- Metrobankdirect
- RCBC AccessOne
- Unionbank EON
- Unionbank Internet Banking
- UCPB Connect

The worker can choose any of the listed banks:

- **BDO Internet Banking**
- **BPI ExpressOnline/Mobile**
- **BPI ExpressOnline**
- **Chinabank Online**
- **EastWestBanker**
- **Metrobankdirect**
- **RCBC AccessOne**
- **Unionbank EON**
- **Unionbank Internet Banking**
- **UCPB Connect**

*\*Payment instructions will also be sent automatically through worker's email.*

# NON-BANKS OVER-THE-COUNTER



Philippine Overseas and Employment Administration is requesting for **PHP119.50** (OEC PHP100.00 + Service Fee PHP19.50)

Source

----- OVER-THE-COUNTER OTHERS -----

----- OVER-THE-COUNTER OTHERS -----

Bayad Center

Cebuana Lhuillier PeraPal

ECPay (Pawnshops, Payment Centers)

LBC / Bayad Center

Robinsons Dept Store

SM Dept/Supermarket/Savemore Counter

The worker can choose any of the listed Payment centers:

- Bayad Center
- Cebuana Lhuillier PeraPal
- ECPay (Pawnshops, Payment Centers)
- LBC/Bayad Center
- Robinsons Dept Store
- SM Dept./Supermarket/Savemore Counter

*\*Payment instructions will also be sent automatically through worker's email.*

# Sample of instructions for Banks OVER-THE-COUNTER

Deposit Instruction for Transaction Ref: DNWK3KQ5



To: poeabmonline001@outlook.ph



## Important details for making a payment via bank deposit.

### Payment Instructions

Bank: Metrobank  
Reference No: DNWK3KQ5  
Acct No: 442-7-44201021-4  
Acct Name: Dragonpay Corporation  
Acct Type: Peso Checking  
Amount: PHP 15.00



Total Due  
**PHP 15.00**

Once deposit has been completed, worker now needs to click the link, and confirm the payment

Description: POEA Overseas Employment Certificate (OEC) (<https://gw.dragonpay.ph/Bank/ConfirmDeposit.aspx?refno=DNWK3KQ5&procid=MBTX>)

Please observe the following rules carefully when making your Over-the-Counter payment. **Failure to do so will invalidate your payment.**

1. Fill-up a regular deposit slip and pay exact amount in CASH or ON-US Check (check issued by this bank) only. Excess payment is forfeited. Payments less than the amount due may be invalidated.
2. You have 2 days (up to **Friday, August 22, 2014**) to complete this payment. Otherwise, this reference number will expire and your payment will be invalidated. If deadline falls on a non-banking day, you may deposit the following day.
3. When deposit is completed, click on this link (<https://gw.dragonpay.ph/Bank/ConfirmDeposit.aspx?refno=DNWK3KQ5&procid=MBTX>) and fill up the details within the same day to validate. If you do not receive a confirmation email from us in two (2) days after performing this step, contact us immediately. Unvalidated and unclaimed payments exceeding sixty (60) days are forfeited.
4. If you are paying for multiple Dragonpay reference numbers, fill-up a separate deposit slip for each reference number. Do not lump them into a single deposit.
5. Make sure the bank branch you are paying at is on-line at that time to avoid delays in processing.
6. Do not pay prior to getting a reference number from our system for a transaction. Make sure to get a reference number first before paying.
7. Let the teller process this like any regular deposit. Do not give any special instruction like entering your name or reference number into their system as it will delay processing.

Note that some banks may charge a *handling fee* for deposits in their provincial branches. Please read our [blog entry](#) regarding this.

For payment-specific inquiries, you may [call or email us](#) or start a [live chat](#) session. For product-specific inquiries or questions regarding the status of your order, please contact the merchant directly.

DISCLAIMER: Dragonpay is an independent third party payment processor. Any terms, conditions or warranty for the product or service that you purchase using our payment facility is strictly between you and the merchant. Dragonpay shall not be held liable for failure of the merchant to deliver the said product or service as advertised. Furthermore, you hereby release and hold harmless Dragonpay from all liability arising from the payment you are about to make, as all liability shall reside with the merchant. By using Dragonpay, you agree to be unconditionally bound by its [Terms of Use](#). This email is only intended for instructional purposes. It is not a voucher, receipt, nor confirmation of a completed payment.



# Sample of BANKS OVER-THE-COUNTER PAYMENT CONFIRMATION



Once deposit has been completed, worker now needs to click the link, and confirm the payment



<https://gw.dragonpay.ph/Bank/ConfirmDeposit.aspx?refno=DNWK3KQ5&procid=MBTX>

Ref# DNWK3KQ5 : PHP15.00

Please enter the details of your deposit payment below. Failure to provide accurate info may delay processing. Keep your deposit slip for at least a week in case there is a need for us to validate it.

Branch Code

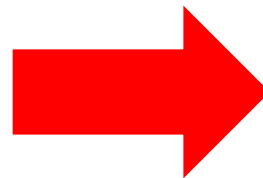
Date  Time

Amount Deposited

This transaction has already been successfully validated. No further actions needed.

Sample Deposit Slip

This will appear after clicking the link



Metrobank		DEPOSIT SLIP	
ACCOUNT NUMBER	4 4 2 7 4 4 2 0 1 0 2 1 4		
ACCOUNT NAME	Dragonpay Corporation		
<input type="checkbox"/> COLLECTION ITEM	<input type="checkbox"/> POSTDATED CHECK	<input type="checkbox"/> OTHERS	
<input type="checkbox"/> BILLS PURCHASED	<input type="checkbox"/> SUBJECT TO LATER VERIFICATION (for Depositor's Slip)		
442-7-44201021-4 DRAGONPAY	09/26/2010 14:24:58	DEP	OH 18
0102 083 6407	PHP	1.00	
CS			

Branch Code      Date and Time      Amount

# Sample of Instructions for Banks Online

## This instruction is for UCPB Connect Internet Banking

Deposit Instruction for Transaction Ref: BHNK5F46



### Payment Instructions

Channel: UCPB Connect Internet Banking  
Reference No: BHNK5F46  
Acct No: 201980005011  
Acct Name: Dragonpay Corporation  
Acct Type: Peso Checking  
Amount: PHP 21.50  
Description: POEA Overseas Employment Certificate (OEC)

Total Due  
**PHP 21.50**

To use this facility, it is assumed that you already have a UCPB Connect Internet Banking account. If you do not have one yet, you may register [here](#) as a new user.

Please observe the following rules carefully when making your payment. **Failure to do so will invalidate your payment.**

- Please pay exact amount due only. Excess payment is forfeited. Payments less than the amount due will be invalidated.
- You have **30 minutes** (up to **Sep 24 - 4:03 PM**) to complete this online payment and validate it. Otherwise, this reference number will expire and your payment will be invalidated.
- Do not pay prior to getting a reference number from our system for a transaction. Make sure to get a reference number first before paying.

Follow the steps below to make an online payment to Dragonpay using UCPB Connect:

1. [Login to UCPB Connect](#) and perform a Fund Transfer to Dragonpay's account listed above. Click here for [additional instructions](#). **Make sure to include *ucpb@dragonpay.ph* as a confirmation email recipient (see Step 3 of the additional instructions).**
2. When transfer is completed, logout from UCPB Connect and click on this link (<https://gw.dragonpay.ph/Bank/ValidateUCPBConnect.aspx?refno=BHNK5F46>) immediately to validate.

For payment-specific inquiries, you may [call or email us](#) or start a [live chat](#) session. For product-specific inquiries or questions regarding the status of your order, please contact the merchant directly.

# Sample of Instructions for NON-BANKS OVER-THE-COUNTER

## Payment instructions for Bayad Center

### Payment Instructions

Please make a Bills Payment at any [Bayad Center nationwide](#) including LBC. Provide the cashier with the following details:

Biller Name: DRAGONPAY  
Ref No: CGEMWYS3  
Name: (write your name)  
Amount: PHP 119.50  
Description: POEA Overseas Employment Certificate (OEC)

Total Due  
**PHP 119.50**

Please observe the following rules carefully when making your payment. **Failure to do so will invalidate your payment.**

1. Pay in CASH only. Excess payment is forfeited. Payments less than the amount due will be invalidated.
2. You have 2 days (up to **Saturday, September 27, 2014 midnight**) to complete this payment. Otherwise, this reference number will expire and your payment will be invalidated.
3. If you are paying for multiple Dragonpay reference numbers, fill-up a **payment slip** for each reference number. Do not lump them into a single payment.
4. Do not pay prior to getting a reference number from our system for a transaction. Make sure to get a reference number first before paying.
5. Payments are processed next day. We will automatically send a confirmation email to you once completed.

For more details, visit our [Bayad Center how-to page](#). If you are paying at LBC, please note that LBC branches inside SM malls do not accept bills payments.


For payment-specific inquiries, you may [call or email us](#) or start a [live chat](#) session. For product-specific inquiries or questions regarding the status of your order, please contact the merchant directly.

**DISCLAIMER:** Dragonpay is an independent third party payment processor. Any terms, conditions or warranty for the product or service that you purchase using our payment facility is strictly between you and the merchant. Dragonpay shall not be held liable for failure of the merchant to deliver the said product or service as advertised. Furthermore, you hereby release and hold harmless Dragonpay from all liability arising from the payment you are about to make, as all liability shall reside with the merchant. By using Dragonpay, you agree to be unconditionally bound by its [Terms of Use](#). This email is only intended for instructional purposes. It is not a voucher, receipt, nor confirmation of a completed payment.

# Bayad Center Transaction Form

## Step 1

Go to any Bayad Center branch and tell the staff that you will be making a **Bills Payment**. You will be given a Transaction Form Slip to fill-up (see sample below).

		<b>TRANSACTION FORM</b>	
<i>Please provide all required information below.</i>			
<b>Account Name</b> (Surname, Given Name, Middle Name): dela Cruz, Juan			
Present Address:		Contact No.:	
<b>TRANSACTION DETAILS</b>			
<input checked="" type="checkbox"/> Bills Payment <input type="checkbox"/> Others			
<b>Billers:</b> Dragonpay		<b>Date:</b> <current date>	
<b>Amount Due:</b> <amount due>		<b>Due Date:</b>	
<b>SOA/Invoice No.:</b>		<b>Statement Date:</b>	
<b>Account Number:</b> <8-char Dragonpay reference no>			

Make sure your Dragonpay reference no. is correctly entered in the *Account Number* field. A wrong account number can cause your transaction to remain unvalidated. Please provide a valid *Contact Number* where we can reach you in case there are problems with the validation. The other fields (ex. Address, Statement Date) are not really necessary.

## Step 2

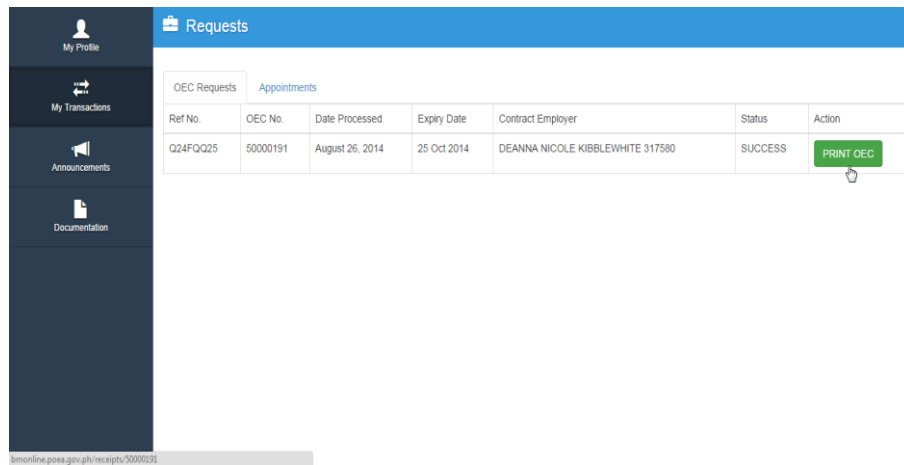
Hand over your slip and **cash** (no checks please) to the cashier.

## Step 3

Wait for our confirmation email. For now, we process Bayad Center payments morning of the next day. In the near future, it will be processed in real-time.



**Once payment has been successful and has been confirmed, the worker may log back in to their BM Online account and print their OEC.**

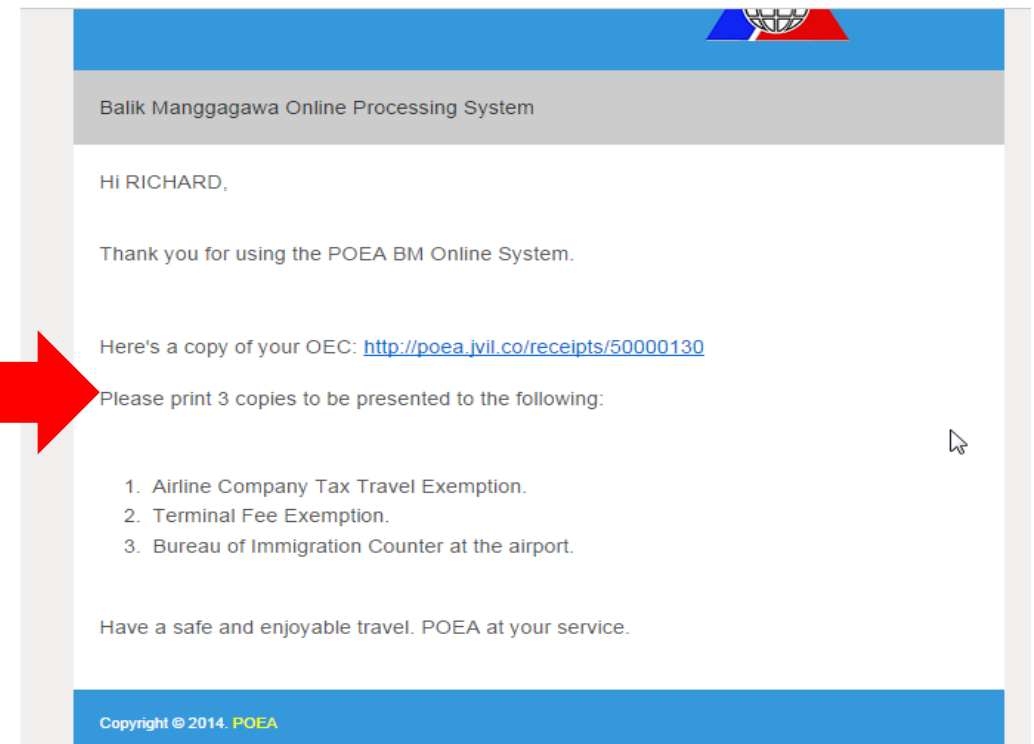


Ref No.	OEC No.	Date Processed	Expiry Date	Contract Employer	Status	Action
Q24FQ25	50000191	August 26, 2014	25 Oct 2014	DEANNA NICOLE KIBBLEWHITE 317580	SUCCESS	<a href="#">PRINT OEC</a>

**The system will also send a copy of the OEC to the registered Email address of the worker.**



#### POEA BM OEC COPY



Balik Manggagawa Online Processing System

Hi RICHARD,

Thank you for using the POEA BM Online System.

Here's a copy of your OEC: <http://poea.jvil.co/receipts/50000130>

Please print 3 copies to be presented to the following:

1. Airline Company Tax Travel Exemption.
2. Terminal Fee Exemption.
3. Bureau of Immigration Counter at the airport.

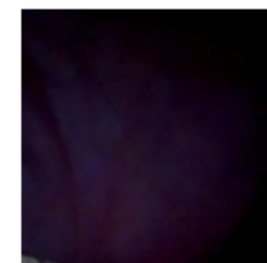
Have a safe and enjoyable travel. POEA at your service.

Copyright © 2014. POEA

# Here's a sample of an OEC



## OVERSEAS EMPLOYMENT CERTIFICATE BALIK MANGGAGAWA



DATE:	August 26, 2014	OEC NO.:	<b>50000191</b>
OFW ID:	N142349		
Name:	EMILY CORTEZ NAPOLES		
Position:	CAREGIVER		
Passport No.:	EB7946575		
Jobsite:	CANADA		
Principal:	DEANNA NICOLE KIBBLEWHITE 317580		
Reference No.:	Q24FQQ25		
Bank Confirmation No.:	1409020753U349C191		
Date Processed:	August 26, 2014		
Valid for exit up to:	October 25, 2014		
<b>Nature of Payment</b>			
POEA BM Processing Fee			15.00
		Total	15.00