

Philippine Consulate General
PHILIPPINE OVERSEAS LABOR OFFICE
HONG KONG

OFW INFORMATION SHEET (for Agency Hired Workers)

AGENCY CODE : MWOHK-2023-170

For POLO Personnel Only

**CHECKLIST OF REQUIREMENTS FOR VERIFICATION
OF NEW STANDARD EMPLOYMENT CONTRACT (SEC)**

MAJOR DOCUMENTS

1. ☐ INFORMATION SHEET
2. ☐ 4 ORIGINAL COPIES OF SEC
3. ☐ TALLY SHEET
4. ☐ Photocopy of New SEC

CONTRACT CATEGORY:

- (☐) NEW {1-2} (☐) TERMINATED/FINISHED {1-3}
(☐) RENEW {1-7} (☐) TRANSFER {1-8}

SUPPORTING DOCUMENTS

1. ☐ PASSPORT OF EMPLOYEE/WORKER
2. ☐ HONG KONG ID OF EMPLOYER
3. ☐ HONG KONG ID OF EMPLOYEE/WORKER
4. ☐ VALID VISA OF EMPLOYEE/WORKER
5. ☐ COPY OF OLD CONTRACT OF EMPLOYEE/WORKER
6. ☐ BM ONLINE PROFILE OF EMPLOYEE/WORKER
7. ☐ PROOF OF OWWA PAYMENT/MEMBERSHIP
8. ☐ COPY OF ID 522

ARE DOCUMENTS COMPLETE?

(☐) NO - RETURN DOCUMENTS TO CLIENT

(☐) YES - PROCEED TO CASHIER

EVALUATOR'S REMARKS _____

CONTRACT DETAILS	
Contract Category	<input checked="" type="checkbox"/> New
	<input type="checkbox"/> Recontract
	<input type="checkbox"/> Transfer
	<input type="checkbox"/> Finished
	<input type="checkbox"/> Terminated
Contract Number	P832980
Contract Address	FLAT D 42/F TOWER 2A 51 WING SHUN STREET THE PAVILIA BAY TSUEN WAN NEW TERRITORIES
OWWA Receipt No.	

EMPLOYEE'S DETAILS			
Worker's Name	BERNARDEZ (Surname)	SUSANA (First Name)	LAGULA (Middle Name)
Birthday	03/02/1991		
Age	32	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married
Passport Number	P1974618C		
Passport Valid Until	09/10/2032		
Visa Expires on	09/10/2032		
I.D. 522 Appointment Date			
Hong Kong ID Number			
Address in the Philippines	BRGY SAN MARCOS SAN MATEO ISABELA PHILIPPINES 3318		
Contact Number	9269275614		
Contact Person/Relationship	WILLY M. LAGULA / FATHER		

EMPLOYER'S DETAILS			
Employer's Name	TSANG (Surname)	WAN (First Name)	SZE (Middle Name)
Hong Kong ID Number	Y463282(4)	Passport No.	
Name of Employer's Spouse	FUKUSHIMA (Surname)	TADASHI (First Name)	(Middle Name)
Hong Kong ID Number		Passport No.	TR3110837

AGENCY DETAILS	
Hong Kong Agency	JOJO GOOD WELL EMPLOYMENT AGENCY LIMITED
Philippine Agency	PLACEWELL INTERNATIONAL SERVICES CORPORATION

CONTACT DETAILS			
HK Agency Phone Number	64656060	Employee's Phone Number	9758690856
Philippine Agency Phone Number		Employer's Phone Number	56651225