

OFFICE OF THE LABOUR ATTACHÉ

EMBASSY OF THE PHILIPPINES
Tokyo, Japan

ADVISORY

TO : ALL JAPANESE EMPLOYERS/ SUPERVISING ORGANIZATIONS/ PRINCIPALS TRANSACTING BUSINESSES WITH POLO-TOKYO

SUBJECT : AUTHORIZATION PASS

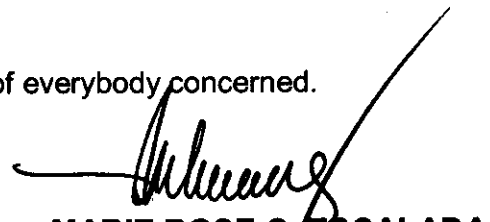
In order to ensure that all persons who submit and pick-up documents in our office are duly-authorized by employers/ supervising organizations/ principals, the Philippine Overseas Labor Office (POLO) will issue **authorization pass** for free which will be valid for one (1) year from the date of its issuance.

For the issuance of the authorization pass, the following documents must be submitted to POLO-Tokyo at email address polotokyo@gmail.com:

- 1) Endorsement Letter, indicating an authorization to the representative/liaison officer to submit and pick-up documents at POLO, addressed to the undersigned and containing the following details:
 - (a) Employer/Supervising Organization/Principal's Name, Address and Phone Number; and
 - (b) Name of the Representative/Liaison Officer;
- 2) Copy of Company ID of the Representative/Liaison Officer; and
- 3) 1x1 colored picture of the Representative/Liaison Officer with white background.

The use of authorization pass shall be effective beginning **01 June 2018**. Attached, for reference, are the terms and conditions on the usage of the authorization pass.

For the information and compliance of everybody concerned.


MARIE ROSE C. ESCALADA
Labor Attaché

10 May 2018



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AUTHORIZATION PASS

TERMS AND CONDITIONS:

- The **authorization pass** is a property of the Philippine Overseas Labor Office (POLO)-Tokyo;
- It is non-transferable and must be worn at all times while inside the Philippine Overseas Labor Office (POLO)-Tokyo premises;
- The pass shall be presented when submitting application documents and for release of documents;
- It must be renewed one (1) month before the date of expiration;
- In case of lost, replacement of the representative/liaison officer, or renewal, the following must be submitted to the Philippine Overseas Labor Office (POLO)-Tokyo:
 - ✓ Letter request for re-issuance/replacement/renewal, addressed to Labor Attaché Marie Rose C. Escalada, indicating an authorization to the representative/liaison officer to submit and pick-up documents at POLO;
 - ✓ Old authorization pass must be surrendered (*please indicate in the letter request if lost*); and
 - ✓ Company ID of the representative/liaison officer.
- The **authorization pass does not exempt the representative/liaison officer from the inspection and log-in procedure being conducted at the Philippine Embassy entrance.**