



**PHILIPPINE OVERSEAS LABOR OFFICE**  
**OFFICE OF THE LABOUR ATTACHÉ**  
EMBASSY OF THE PHILIPPINES  
Tokyo, Japan

**ADVISORY**

**TO ALL CONCERNED:**

The services of the Philippine Overseas Labor Office (POLO)-Tokyo are free of charge except for the OWWA membership contribution and the fee for the issuance of Balik-Manggagawa (BM)-OEC (Overseas Employment Certificate).

The information on the documentary requirements and processing of employment documents of Overseas Filipino Workers (OFWs) to Japan is easily accessible on its website [www.polotokyo.dole.gov.ph](http://www.polotokyo.dole.gov.ph) or its email address [polotokyo@gmail.com](mailto:polotokyo@gmail.com).

There is no need to resort to brokers, facilitators or third-party facilitators such as lawyers, solicitors/administrative scriveners, of general or specialized practice like immigration law.

POLO-Tokyo encourages employers, eligible principals approved by POEA such as Supervising Organizations under the TITP and Accepting Organizations of Specified Skills workers, as well as OFWs themselves to directly check its website or inquire through email at [polotokyo@gmail.com](mailto:polotokyo@gmail.com). In the case of prospective Filipino workers, it is best that the employer directly communicates with us to avoid miscommunication and misinformation.

This is to provide employers, eligible principals and OFWs free access to POLO services as well as get the right information that the Philippine government provides.

POLO-Tokyo shall continue to politely refuse third parties, be they authorized or not by employers/principals from processing or following up in person or through telephone calls the status of the employment documents on behalf of employers or workers.

Your cooperation is appreciated. Thank you.

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Labor Attache

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