



Philippine Overseas Labor Office
OFFICE OF THE LABOUR ATTACHÉ
EMBASSY OF THE PHILIPPINES
Tokyo, Japan

ADVISORY No. 2020-018

TO ALL CONCERNED:

The Philippine Overseas Labor Office (POLO) in Tokyo, Japan wishes to inform the public that it will resume office effective **01 June 2020** with due consideration of public health and safety in a “new normal” caused by the COVID-19 pandemic.

The business hour is from 10AM - 2PM Monday to Friday, except on observed Philippines and Japan holidays.

For the protection and safety of the POLO personnel as well as of our clients, the following measures should be maintained:

1. Clients whose sole purpose is to submit employment documents only, should send it to postal or courier services. We will not entertain walk-in clients momentarily.
2. For OEC and OWWA membership application/renewal should be strictly by **Appointment only. We will not entertain walk-in clients momentarily.**


Please observe the following:


- Come on your appointment date and time.
- Only clients with appointment will be allowed to get inside the office. Companions without business are discouraged except for PWDs who need assistance with their mobility.
- Strict implementation of health protocols like social distancing, wearing of face masks, coughing etiquette, checking of body temperature and use of alcohol/disinfectant.
- Clients with body temperature of 37.5 and above will not be allowed to get inside the office.

POLO-Tokyo queries on its services may be reached through:

POLO-Tokyo Services	Contact Details
Labor and Employment Facilitation Services Unit <ul style="list-style-type: none">• Accreditation• Verification of Contracts	For inquiries: polotky@philembassy.net Landline Numbers: +813-6441-0428 +813-6441-0478 Fax Number: +813-6441-3436
Balik-Manggagawa (OEC) <ul style="list-style-type: none">• For OEC-related Concerns	Online Appointment System: bmonline.ph For Appointment: oecc.tokyo88@gmail.com
Welfare Services Unit <ul style="list-style-type: none">• OWWA membership• Welfare services such as consultation/counselling	For appointment: polo_tokyopost@yahoo.com.ph Facebook Fanpage: www.facebook.com/poloowwatokyo/ Landline Number: +813-6441-0959 Exclusively for Workers' Emergency Welfare Concern: +81-70-3630-0167

Stay safe. Stay COVID-19 free.


MARIE ROSE C. ESCALADA
Labor Attaché



19 May 2020