



سفارة جمهورية الفلبين

Embassy of the Republic of the Philippines
PHILIPPINE OVERSEAS LABOUR OFFICE
Riyadh, Kingdom of Saudi Arabia



OFFICE OF THE LABOUR ATTACHE

مكتب الملحق العمالي

ADVISORY

To safeguard the health and safety of our clients, POLO-Riyadh shall adopt the Saudi government's Ministry of Human Resources and Social Development's decision of banning work under the sun from 12:00noon – 3:00PM effective **15 June – 15 September 2022**. Hence, schedule in **Gate 1** are as follows:

PROGRAMS/SERVICES	TIME
1. Verification of Company Job Orders	8:00am – 12:00am
1.1 New / Additional Job Orders (maximum of 40/day)	For DROP-OFF only
1.2 Submission of Compliance	As scheduled by the Evaluator
2. BALIK MANGGAGAWA	With confirmed APPOINTMENT only
2.1 Transfer Contract	8:00am – 12:00noon
2.2 Household / Skilled BM	8:00am – 5:00pm
3. OWWA Membership	With confirmed APPOINTMENT only
	8:00am – 5:00pm
"Emergency WALK-IN" – those who could not book an appointment, with flight schedules as follows. (Maximum of 50 clients / day only)	3:00PM – 5:00PM only
a. OFWs with confirmed flight schedule the following day	
b. OFWs with confirmed flight on Thursday and Friday	Wednesday
c. OFWs with confirmed flight on Saturday and Sunday	Thursday



Note: We discourage lining up without appointment at the gate. Come only during your schedule. Loitering / Standby inside and outside POLO-Riyadh is strictly prohibited to give way to other clients and to prevent the spread of covid19 virus.