





Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
**NATIONAL REINTEGRATION CENTER FOR OFWs**  
Solana St. Intramuros, Manila



**“SA ‘PINAS, IKAW ANG MA’AM/SIR” (SPIMS)  
DOCUMENTARY REQUIREMENTS**

---

**THE SPIMS SECRETARIAT WILL REQUIRE THE APPLICANTS TO SUBMIT THE  
FOLLOWING DOCUMENTS:**

- A. Completed SPIMS Survey Form (downloadable at:  
[http://nrco.dole.gov.ph/images/Downloadable\\_Forms/SURVEY-FORM\\_SA\\_PINAS\\_IKAW\\_ANG\\_MAAM\\_SIR\\_JULY\\_2018.pdf](http://nrco.dole.gov.ph/images/Downloadable_Forms/SURVEY-FORM_SA_PINAS_IKAW_ANG_MAAM_SIR_JULY_2018.pdf));
- B. Copy of Professional Regulation Commission (PRC) ID;
- C. Copy of Certificate of Board Rating;
- D. Copy of Passport (including the pages with arrival and departure stamps);
- E. Copy of Certificate of Employment abroad or any documentary proof; and
- F. Copy of Certificate of Employment as a teacher (if available).

**SPIMS APPLICANTS MAY SUBMIT THE DOCUMENTS IN ONE OF TWO WAYS:**

**ELECTRONICALLY:**

- Submitted documents must be in .pdf or .jpeg format
- Submit the documents to the SPIMS Secretariat at [spims.updates@gmail.com](mailto:spims.updates@gmail.com)

**COURIER:**

- **Send the documents to the SPIMS Secretariat:**

**SPIMS SECRETARIAT**  
National Reintegration Center for OFWs (NRCO)  
Worker’s Reintegration and Technical Support Division  
Blas F. Ople Development Center Solana cor. Victoria st. Intramuros, Manila  
(02) 526-2392 and 527-6184