



ADVISORY NO. 05
Series of 2025

CLARIFICATION ON THE SCOPE OF SERVICES PROVIDED BY THE LEGAL ASSISTANCE DIVISION AND THE LEGAL SERVICE OF THE DEPARTMENT OF MIGRANT WORKERS

This Advisory aims to clarify the distinct roles and services provided by the Legal Assistance Division and the Legal Service of the Department of Migrant Workers (Department), to avoid confusion, thereby ensuring stakeholders understand where to address their inquiries in the Department.

I. Legal Assistance Division

The Legal Assistance Division is under the Migrant Workers Protection Bureau (MWPB) of the Office of the Undersecretary for Licensing and Adjudication Services.¹ The Legal Assistance Division provides legal assistance to victims of illegal recruitment, trafficking in persons, and cases which are administrative in nature (i.e. recruitment violation and disciplinary action cases).² The assistance also includes (1) legal counselling, (2) referral to Alternative Dispute Resolution Division, (3) assistance in the preparation of Complaint Forms and Complaint-Affidavit, (4) and administering of oath.

Requests for legal assistance may be made directly at the office of the Division Chief of the Legal Assistance Division located at 4th Floor, DMW Blas F. Ople Building, Ortigas Avenue cor. EDSA, Mandaluyong City. The Legal Assistance Division may also be reached through any of the following channels:

Hotline: (02) 8722-11-89
Email: legalassistance@dmw.gov.ph

II. Legal Service

The Legal Service³ is under the Office of the Secretary and is tasked to perform the following, among others, viz: (1) provide advice to the Department on the legal implications of policies and laws relative to the protection of OFWs; (2) prepare and interpret provisions of contracts covering work performed for the Department; (3) handle decisions, orders, and resolutions on appeal on cases decided by the Regional Directors arising from recruitment violations or disciplinary actions; and (4) prepare

¹ Annex A – Organizational Overview of the Office of the Undersecretary for Licensing and Adjudication Services

² <https://dmw.gov.ph/about-us/functional-statements>, Migrant Workers Protection Bureau – Legal Assistance Division, accessed on 05 February 2025

³ Annex B – Organizational Overview, Office of the Secretary – Legal Service



comments on the proposed legislative measures concerning the Department and answer legal queries from the public.⁴

The Legal Service is divided into two divisions, namely Legal Division A and B.⁵ Legal Division A renders decisions, orders, and resolutions on appeal on cases decided by the Regional Directors arising from recruitment violations or disciplinary actions.⁶ Meanwhile, Legal Division B prepares legal opinion to clients, businesses, and other government offices relating to labor and employment, contracts, provisions of law and agency's rules and regulations; reply to communications requesting review, comments, and inputs on complaints involving OFWs/Seafarers, private and foreign recruitment agencies; and, review contracts and memorandum of agreements involving the Department.⁷

For any concern or queries regarding appeal or request for legal opinion, the same may be directed to the Office of the Director – Legal Service, Mezzanine Floor, DMW Blas F. Ople Building, Ortigas Avenue cor. EDSA, Mandaluyong City, or through any of the following channels:

Office of the Director Hotline: (02) 8721-94-98
– Legal Service

Legal Division A Hotline: (02) 8661-72-84
Email: legal.A@dmw.gov.ph

Legal Division B Hotline: (02) 8661-72-78
Email: legal.B@dmw.gov.ph

For the information and guidance of all concerned.

27 January 2025


HANS LEO J. CACDAC
Secretary

⁴ <https://dmw.gov.ph/about-us/functional-statements>, Legal Service, accessed on 05 February 2025

⁵ <https://dmw.gov.ph/about-us/functional-statements>, Legal Service, accessed on 05 February 2025

⁶ Citizen's Charter, 2023 1st Edition of the Department of Migrant Workers, pp. 167-168

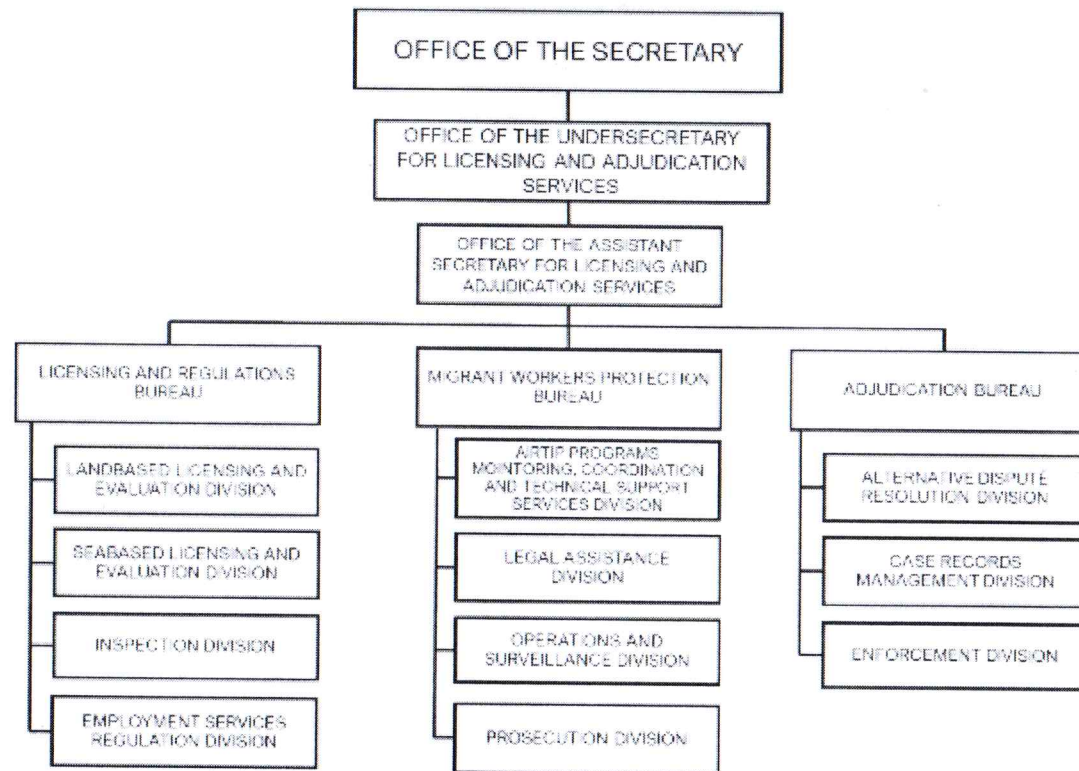
⁷ Citizen's Charter, 2023 1st Edition of the Department of Migrant Workers, pp. 169-172



**Department of Migrant Workers
LICENSING AND ADJUDICATION SERVICES**

Functional Chart

Based on Republic Act No. 11641 and its Implementing Rules and Regulations, and Department Administrative Order No. 05, (s. 2023)

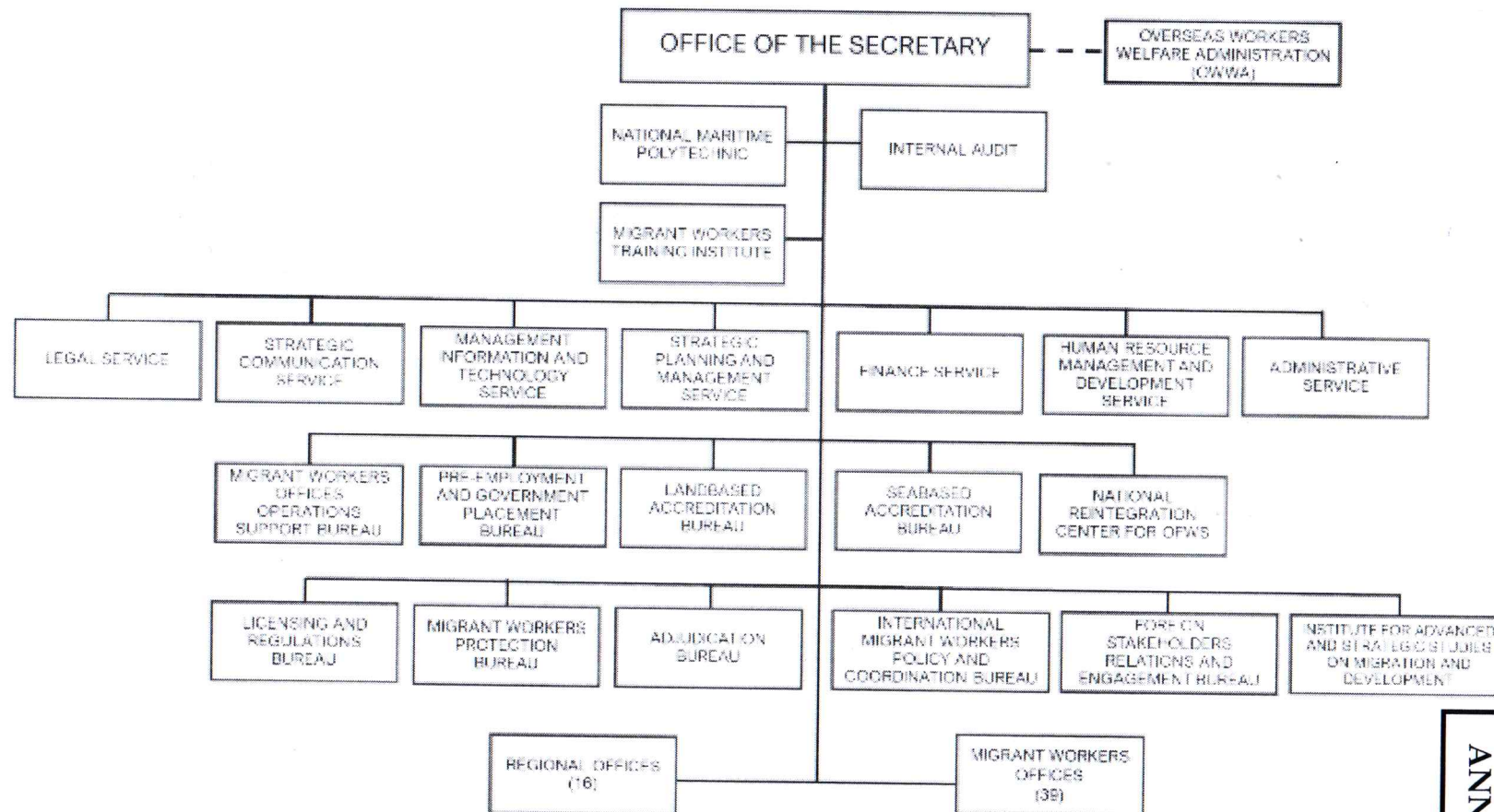


ANNEX A



DEPARTMENT OF MIGRANT WORKERS Organizational Structure

Based on the Department's Organizational Structure and Staffing Pattern approved by the Department of Budget and Management on 08 September 2022



ANNEX B

