



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
TRIPOLI, LIBYA**

TPE-ATN2022

CASE FORM

GENERAL INSTRUCTIONS:

Please write legibly. Do not leave any items blank. Write "N/A" if the information required is not applicable or non-existent. Attach supporting documents as necessary.

I. NATURE OF CASE (Check all that applies.)

ITEMS	PERIOD COVERED		AMOUNT (Specify Currency)	SUPPORTING DOCUMENTS PRESENTED (Please attach a copy)	BRIEF DETAILS
	From	To			
<input type="checkbox"/> SALARIES					
<input type="checkbox"/> BENEFITS					
<input type="checkbox"/> Gratuity Payment					
<input type="checkbox"/> Leave Benefits					
<input type="checkbox"/> Unused Plane Tickets					
<input type="checkbox"/> Others:					
<input type="checkbox"/> REMITTANCES					
<input type="checkbox"/> INSURANCE CLAIMS					
<input type="checkbox"/> VISA					
<input type="checkbox"/> OTHERS:					

II. SUBJECT EMPLOYER/COMPANY

NAME OF EMPLOYER/COMPANY			<input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE
ADDRESS OF EMPLOYER			
CONTACT NUMBER/S		STILL WORKING WITH THE EMPLOYER?	<input type="checkbox"/> YES <input type="checkbox"/> NO
EMAIL ADDRESS		SALARY PER CONTRACT	
START OF EMPLOYMENT (MM-DD-YYYY)		END DATE (MM-DD-YYYY)	
LENGTH OF CONTRACT		ACTUAL SALARY	
NAME OF AGENCY (if any)			
COMPLETE ADDRESS OF AGENCY			
MOBILE NO. / EMAIL OF AGENCY			

III. PERSONAL DETAILS

COMPLETE NAME			
STILL IN LIBYA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
CURRENT ADDRESS			
CURRENT EMPLOYER		ADDRESS	
PASSPORT NUMBER		SEX	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ISSUING AUTHORITY		MOBILE NUMBER	
DATE OF BIRTH (MM-DD-YYYY)		EMAIL ADDRESS	
ADDRESS IN THE PH			
NAME OF NEXT-OF-KIN (NOK)			
CONTACT NUMBER OF NOK			

LEAVE THIS PORTION FOR THE EMBASSY

Received By:		Forward To:	<input type="checkbox"/> Employer <input type="checkbox"/> MOH <input type="checkbox"/> MOLR <input type="checkbox"/> Others, _____
Date Received:		Supporting Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified By:		Reference Number:	CN-2022-TPE-