



POEA ADVISORY NO. 162
Series of 2020

TO : ALL LANDBASED RECRUITMENT AGENCIES AND THEIR PRINCIPALS/EMPLOYERS

SUBJECT : COLOR-CODED FILING AT THE POEA LANDBASED CENTER

For easy reference and tracking of all applications/requests coming from Landbased Recruitment agencies (LRAs), the POEA Landbased Center is adopting a color-coding scheme of folders, to wit:

TYPE OF APPLICATION/REQUEST	FOLDER COLOR
New Accreditation	Red
Renewal of Accreditation	Green
New Job Order/Revalidation of Job Order	Brown
Overseas Employment Certificates (OECs) for Household Service Workers	Blue
Extension of Accreditation/Job Order	Beige
OECs for Skilled/Professionals	Yellow
Other requests (With the Request clearly indicated on the folder)	Orange

Each folder must be properly labelled as follows:

1. Front portion must reflect the LRA's company logo/letter head and a photocopy of the LRA's liaison officer's POEA issued ID; and,
2. Left side of the inner portion of the folder must contain a photocopy of the LRA's authorized signatories.

Folders that do not comply with the color-coding scheme or improperly labelled shall not be accepted by the POEA Landbased Center.

The color-coding scheme shall be strictly implemented after fourteen (14) days following the posting of this Advisory in the POEA website, POEA.GOV.PH.

For strict compliance.


BERNARD P. OLALIA
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON DEC 09 2020

PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
Administrative Branch
Central Records Division
DEC 09 2020
RECEIVED
BY: MARTIN L. REYES III TIME: 4:10pm