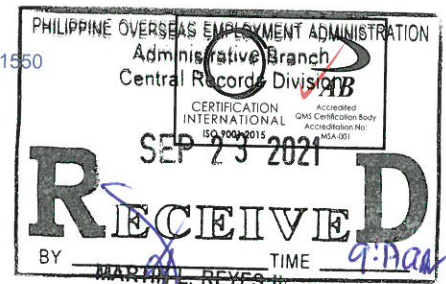




ADVISORY NO. 129  
Series of 2021



TO : ALL CONCERNED

SUBJECT : Documentary Requirements in the Facilitated Processing and Online issuance of Overseas Employment Certificates (OECs) for Domestic Workers and Low/Semi-Skilled workers

Pursuant to Memorandum Circular No. 14, Series of 2021, on the Interim Guidelines on the facilitated processing and issuance of OECs for domestic workers and other low/semi-skilled workers, the following are the documentary requirements to be submitted by Licensed Recruitment Agencies (LRAs) that are qualified to participate in the scheme:

- I. Documentary Requirements for Domestic Workers (DW)
1. Letter from the LRA requesting for post evaluation indicating the names of the workers;
  2. Copy of the OEC in lieu of the Request for Processing (RFP);
  3. Original Verified Employment Contract;
  4. Valid visa (as applicable)/visa delegation for Kingdom of Saudi Arabia;
  5. Original PDOS Certificate;
  6. Original CPDEP; and
  7. Original TESDA NCII

Additional Requirements:

1. Drivers – verified addendum to the employment contract;
  - Motor vehicle insurance
2. Private nurse – PRC license/authenticated Transcript of Records for BS Nursing

II. Requirements for low/semi-skilled workers

1. When principal is a direct employer
  - Valid working visa
2. When a principal is a placement agency
  - Individual verified employment contract
  - Valid working visa

The LRAs shall process the documents of their workers through the POEA on-line Processing System for Landbased (POPS-LB) and immediately pay the fees for the issuance of the OEC. Thereafter, the LRA shall submit within the period of twenty-four (24) hours from the issuance of the OEC the above documents under Section 117 or 118 of the Revised Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016, for post evaluation.

The provisions of Memorandum Circular No. 10, Series of 2021 are not applicable in the scheme.

  
BERNARD P. OLALIA  
Administrator

28 August 2021

