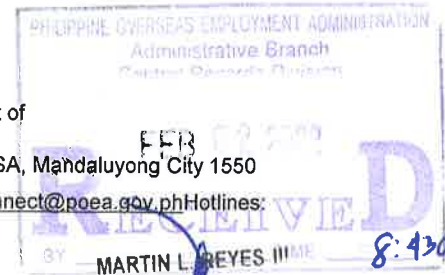




Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines Department of  
Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1550  
Website: [www.poea.gov.ph](http://www.poea.gov.ph) E-mail: [connect@poea.gov.ph](mailto:connect@poea.gov.ph) Hotlines:  
8722-1144, 8722-1155



**POEA ADVISORY NO. 3-A**  
Series of 2022

All concerned direct hire applicants and employers are hereby advised that in the interest of the service, the POEA Direct Hire Assistance Division (DHAD), Landbased Center limits walk in applicants with the activation of the POEA Online Processing System for Direct Hires (POPS-Direct).

For Phase 1 Evaluation for Clearance from the Direct Hire Ban, only direct hire applicants with visas to expire in five (5) days and DFA Private Staffs are allowed to walk in until 2:00 PM. For online direct hire applicants, a feedback from the evaluator will be received within the seven (7) days ISO process cycle time of approval for the request for clearance from the direct hire ban

For Phase 2 OEC Issuance, those with appointment and walk-in direct hire applicants prior to the activation of POPS-Direct are allowed entry until 2:00 PM. Cashier time is only until 4:30 PM.

All direct hire applicants shall upload their employment documents in the POPS-Direct for the online printing of the Overseas Employment Certificate (OEC) upon payment.

The POEA Online Processing System for Direct Hires (POPS-Direct) can be accessed at the POEA website [www.poea.gov.ph](http://www.poea.gov.ph) and the Direct Hire Application Manual link is [https://onlineservices.poea.gov.ph/onlineservices/myuploads/myupload/manual/Publish\\_POPSDirMauaIV1.pdf](https://onlineservices.poea.gov.ph/onlineservices/myuploads/myupload/manual/Publish_POPSDirMauaIV1.pdf).

Further, the 2016 POEA Rules and Regulations for the Recruitment and Employment of Landbased OFWs provides for the POLO verification or Philippine Embassy (PE) authentication of employment contracts.

For more information about the direct hire policy and documentation of direct hires, kindly refer to Memorandum Circular No. 27, Series of 2021, POEA Citizen's Charter, MC No. 8, Series of 2018, Advisory No. 38, Series of 2018, Documentary requirements under Overseas Filipino Workers tab and FAQ Direct Hiring: Mga Dapat Malaman (FAQ) under the Questions and Answers at the POEA website [www.poea.gov.ph](http://www.poea.gov.ph).

This Advisory shall take effect immediately .

**BERNARD P. OLALIA**  
Administrator

CONTROLLED AND DISSEMINATED

FEB 02 2022