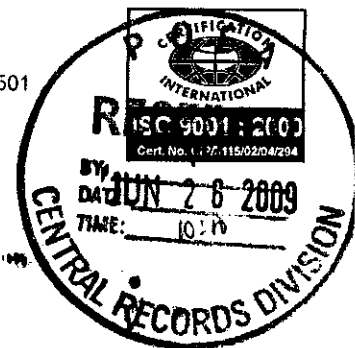




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MEMORANDUM CIRCULAR NO. **09**  
Series of 2009

To : ALL LICENSED LANDBASED AND SEABASED AGENCIES  
Subject : AGENCY PERFORMANCE EVALUATION AND  
CONFERMENT OF AWARDS

Pursuant to Section 24 Rule II Part II of the 2002 POEA Rules and Regulations on the Deployment of Landbased Workers and Section 23 Rule II Part II of the 2003 POEA Rules and Regulations on the Deployment of Seafarers, as amended, the Administration shall undertake the evaluation of performance of licensed and seabased agencies covering the period from July 2005 to June 2009 for conferment of awards for their outstanding accomplishments. The Administration shall be guided by the following criteria in the selection of the awardees:

**FOR THE PRESIDENTIAL AWARD**

The award shall be conferred to recipients of the Award of Excellence for at least five (5) times and are among the selected awardees during this evaluation period.

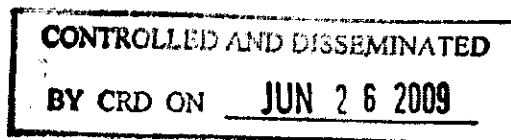
**FOR THE AWARD OF EXCELLENCE**

**QUALIFIED AGENCIES:**

1. Previous recipients of Award of Excellence;
2. Agencies with valid licenses which have been conferred Top performer Awards for at least three (3) times;
3. No adversely decided and pending cases with POEA. Adversely decided cases shall include POEA order of preventive suspension and documentary suspension due to repatriation cases; and
4. Candidates should have at least 1,000 processed contracts during the 4-year coverage period.

**CRITERIA :**

- a) Deployment - refers to the volume and quality of deployment of a recruitment agency during the period under review.
- b) Technical Capability - refers to the agency's management and recruitment capability in terms of qualification of staff, office facilities/ work environment, quality management system/ISO, electronic processing and automated system of operation.



- c) **Compliance with Recruitment Rules and Regulations, Welfare Programs and Allied Services and Human Resources Development** - refers to the absence of pending recruitment violation cases filed against the agency from July 2005 to June 2009; provision of responsive welfare programs and allied services for the OFWs/seafarers, their dependents/families and maintenance of human resource development plan for the workers/seafarers.
- d) **Industry Leadership** - refers to the agency's pioneering achievement in the entry to new or emerging markets and the adoption of the no placement fee policy for all principals.
- e) **Social Awareness and Responsibility** - refers to agency's socio-economic and civic programs/projects in coordination with the government or with private entities/organization.

**WEIGHT DISTRIBUTION :**

<b>Criteria</b>	<b>Weight Distribution</b>
Deployment	30%
Technical Capability	35%
Compliance with Recruitment Rules and Regulations, Welfare Programs and Allied Services and Human Resources Development Plan	20%
Industry Leadership	10%
Social Awareness and Responsibility	5%

**FOR THE TOP PERFORMER**

**QUALIFIED AGENCIES**

1. All licensed agencies which have been operating for at least four (4) years and with valid regular license;
2. No adversely decided cases with POEA. Adversely decided cases shall include POEA order of preventive suspension and documentary suspension due to repatriation cases; and
3. Candidates should have at least 1,000 processed contracts during the 4-year coverage period.

**CRITERIA :**

- a. **Deployment** - refers to the volume and quality of deployment of a recruitment agency during the period under review.
- b. **Technical Capability** - refers to the agency's management and recruitment capability in terms of qualification of staff, office facilities/ work environment, quality management system/ISO, electronic processing and automated system of operation.

- c. **Compliance with Recruitment Rules and Regulations, Welfare Program and Allied Services and Human Resources Development** - refers to the absence of pending recruitment violation cases filed against the agency from July 2005 to June 2009; provision of responsive welfare programs and allied services for the OFWs/seafarers, their dependents/families and maintenance of human resource development plan for the workers/seafarers.
- d. **Marketing Capability** - refers to the agency's accomplishment in generating new (fresh) principals, additional job orders from its new and existing principals.
- e. **Social Awareness and Responsibility** - refers to agency's socio-economic and civic programs/projects in coordination with the government or with private entities/organization.

**WEIGHT DISTRIBUTION :**

<b>Criteria</b>	<b>Weight Distribution</b>
Deployment	30%
Technical Capability	25%
Compliance with Recruitment Rules and Regulations, Welfare Programs and Allied Services and Human Resources Development Plan	25%
Marketing Capability	15%
Social Awareness and Responsibility	5%

**SPECIAL AWARD FOR DEPLOYMENT OF DISPLACED WORKERS**

- 1. **Pace of Response** - Refers to how fast the agency acts on the deployment of displaced workers.
- 2. **Priority** - Priority given by the agency on the deployment of displaced workers.
- 3. **Volume/number of deployed displaced workers.**

**PACKAGE OF INCENTIVES FOR THE AWARDEES**

**FOR PRESIDENTIAL AWARDEES**

- 1. Extension of license validity for three (3) full terms, effective upon expiration of license, subject to corresponding license fee and adjustment of bonds;
- 2. Approval of the following applications/requests upon notice subject to post submission and evaluation of documentary requirements :
  - Licensing concerns
    - 2.1 renewal of license
    - 2.2 establishment of branch office and additional office
    - 2.3 transfer of business address
    - 2.4 change of officers/personnel
  - Registration/Accreditation concerns
    - 2.5 renewal of registration/accreditation of principals
    - 2.6 enrolment of vessels
    - 2.7 additional job order except for household service workers (HSW) and low skilled foreign workers (LSFW);

3. Exemption from Philippine Embassy/POLO authentication/verification of employment documents of principal;
4. Waiver in the submission of requirements for special recruitment authority and jobs fair authority;
5. Facilitative issuance of Letter of Authority to principal representatives;
6. Publication of list of awardees in the POEA website with link to their websites; and
7. Inclusion of the awardees in the following:
  - 7.1 POEA marketing missions
  - 7.2 mailing list of market situationers and other POEA publications
  - 7.3 various POEA technical working groups/committees.

#### **FOR AWARDEES OF EXCELLENCE**

1. Extension of license validity for two (2) full terms, effective upon expiration of license, subject to corresponding license fee and adjustment of bonds;
2. Approval of the following applications/requests upon notice subject to post submission and evaluation of documentary requirements :
  - Licensing concerns
    - 2.1 renewal of license
    - 2.2 establishment of branch office and additional office
    - 2.3 transfer of business address
    - 2.4 change of officers/personnel
  - Registration/Accreditation concerns
    - 2.5 renewal of registration/accreditation of principals
    - 2.6 enrolment of vessels
    - 2.7 additional job order except for household service workers (HSW) and low skilled Filipino workers (LSFW);
3. Exemption from Philippine Embassy/POLO authentication/verification of employment documents of principal except for household service workers and low skilled Filipino workers;
4. Waiver in the submission of requirements for special recruitment authority and jobs fair authority;
5. Facilitative issuance of Letter of Authority to principal representatives;
6. Publication of list of awardees in the POEA website with link to their websites; and
7. Inclusion of the awardees in the following:
  - 7.1 POEA marketing missions
  - 7.2 mailing list of market situationers and other POEA publications
  - 7.3 various POEA technical working groups/committees.

#### **FOR TOP PERFORMERS**

1. Extension of license validity for one (1) full term, effective upon expiration of license, subject to corresponding license fee and adjustment of bonds;
2. Approval of the following applications/requests upon notice subject to post submission and evaluation of documentary requirements :
  - Licensing concerns
    - 2.1 renewal of license
    - 2.2 transfer of business address
    - 2.3 change of officers/personnel

Registration/Accreditation concern

- 2.4 renewal of registration/accreditation of principals; and
3. Publication of list of awardees in the POEA website with link to their websites.

### **FOR SPECIAL AWARD FOR DEPLOYMENT OF DISPLACED WORKERS**

1. Extension of license validity for one (1) full term, effective upon expiration of license, subject to payment of corresponding license fees, adjustment of bonds and post submission of evaluation of documentary requirements;
2. Publication of list of awardees in the POEA website with link to their websites.

In order to avail of the extension of validity of license, an awardee shall file a request for extension of license with the Licensing and Regulation Office, this Administration. A new license certificate shall be issued reflecting the extended validity period subject to payment of license fee and extension of surety bond and escrow agreement.

All other incentives shall remain in effect until a new set of awardees has been selected. The availment of these incentives, however, shall be suspended in case of suspension of license of an awardee, until fully served or otherwise lifted.

To distinguish the transactions made by the awardees from other licensed agencies, and for them to be accorded priority processing, the liaison officers of Presidential Awardees and Awardees of Excellence shall be issued gold identification cards while silver identification card to Top Performer.

The Circular shall take effect immediately and shall supersede all other issuances inconsistent therewith.

  
JENNIFER JARDIN-MANALILI  
Administrator