



**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
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Memorandum Circular No. **14**
Series of 2012

TO: All Concerned

SUBJECT: **Guidelines in the Nomination of the POEA Governing Board Private Sector Representative**

The following Guidelines are hereby promulgated which shall govern the screening and selection of the private sector representative to the Philippine Overseas Employment Administration (POEA) Governing Board:

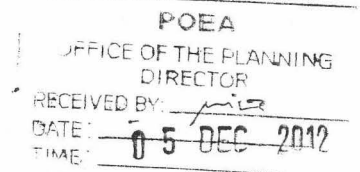
A. The POEA Screening and Selection Committee (SSC) and Its Functions

The SSC shall be composed of the following :

Chairperson: Administrator Hans Leo J. Cacdac
Members:

Deputy Administrator Amuerfina R. Reyes
Deputy Administrator Jaime P. Gimenez
Deputy Administrator Liberty T. Casco
Director Nini Lanto
Atty. Rudy Gabasan

Secretariat: POEA Governing Board



The SSC shall perform the following functions:

1. Formulate the SSC internal rules, targets and timelines;
2. Accept applications and screen qualifications of applicants based on qualification requirements;
3. Submit to the POEA Governing Board the list of qualified nominees;
4. Assist the POEA Governing Board in the selection of final nominees for submission to the Office of the President

B. Qualification Requirements

The applicant to be qualified should be well versed in the field of overseas employment.

He must submit the following requirements:

1. Accomplished Personal Profile and Qualifications Form
2. Highlights of applicant's contributions to the overseas employment program
3. Clearances which should be valid for at least six months:
 - a. National Bureau of Investigation (NBI)
 - b. POEA Anti Illegal Recruitment Branch
 - c. Civil Service Commission (CSC)
 - d. Office of the Ombudsman
 - e. Sandiganbayan

C. Selection Process

1. The SSC shall evaluate the applicants' qualifications based on the following criteria and their corresponding percentage point:

- Significant Contributions to the Overseas Employment Program 40%
- Work experience 30%
- Training 10%
- Panel interview 20%

2. The results of the evaluation shall be submitted to the Governing Board for selection of final nominees.

3. The final list which shall consist of three nominees shall be published in a newspaper of general circulation.

4. The same list together with the Governing Board Chairperson's endorsement and the nominees' complete documents shall be submitted to the Office of the President.

D. Term of Office

The appointed private sector representative shall have a term of office of *two (2) years pursuant to Executive Order 247 "Reorganizing the POEA and for Other Purposes"*.

E. Budget

The expenses of the SSC shall be charged against the budget of the *POEA*, subject to the usual accounting and auditing laws, rules and regulations.

This Memorandum Circular which takes effect immediately supersedes any issuances inconsistent therewith.


HANS LEO J. CACDAC
Administrator