



**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
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MEMORANDUM CIRCULAR 02
Series of 2015

FOR : ALL CONCERNED LANDBASED AND SEABASED LICENSED AGENCIES

SUBJECT : GUIDELINES ON THE MANDATORY ONLINE SUBMISSION AND PROCESSING OF REQUESTS FOR THE ISSUANCE OF SPECIAL RECRUITMENT AUTHORITY (SRA) AND/OR LETTER OF ACKNOWLEDGEMENT (LOA)

Further to Memorandum Circular (MC) No. 17, series of 2002, MC No. 11, MC No. 11-A, both series of 2004, and POEA Advisory No. 13 of 2004, the following guidelines are issued to implement the mandatory online application system for the issuance of SRA and/or LOA:

I. Coverage

These guidelines shall cover all licensed recruitment/manning agencies that will conduct special recruitment activities outside of the address stated in the license or acknowledged additional office(s).

II. Use of the online system and documentary requirements for online application

1. Prior to the use of the online system, a User Agreement (Annex 1) shall be signed by the official of the recruitment/manning agency registered at POEA as authorized signatory and submitted to the Branch Head, Employment Regulation Branch (ERB) of the Licensing and Regulation Office (LRO). Upon submission, the agency will be assigned a temporary access password which could be changed by the agency.
2. The online system can be accessed through the official POEA website <http://www.poea.gov.ph> by clicking the banner "SRA/LOA Online Application" located on the left side of the website.
3. Online applications shall be submitted at least two (2) days prior to the conduct of the special recruitment activities. The following documentary requirements in PDF format with 10MB maximum file size shall accompany the online application:

For SRA

- a. Letter of request from the recruitment/manning agency which indicates the date and venue of the special recruitment activity and the names of agency representative/s who will participate in such activity;
- b. Duly notarized Affidavit of Undertaking declaring that the recruitment/manning agency shall be fully responsible for the act/s of its representative/s; and

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BY CRD ON MAR 12 2015

- c. *No Objection Certificate (NOC)* issued by any of the following entities which will supervise the conduct of the special recruitment activity:
 - i. POEA Regional Center, Extension, or Satellite Office;
 - ii. DOLE Regional Office; and
 - iii. Public Employment Service (PESO) or the duly authorized officer of the local government unit where the special recruitment authority will be conducted.

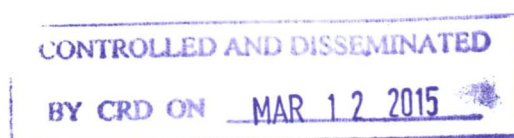
For LOA

- a. Letter request from the recruitment/manning agency which indicates the date and venue of the special recruitment activity and the names of principal/employer representative/s who will participate in the said activity;
 - b. Duly notarized *Affidavit of Undertaking* declaring that the recruitment/manning agency shall be fully responsible for the act/s of their principal/employer representative/s; and
 - c. Letter of Authority from the principal/employer indicated in the POEA database who is the signatory in the signed Special Power of Attorney, Recruitment Agreement or Manning Agreement.
4. In case the online service is not be available due to designated maintenance service periods, or telecommunication, electrical or network failure, manual submission of application shall be allowed.

III. Steps in the Submission of Online Application

The following are the steps on the submission of the online application:

- a. *Log-in* the Username and Password.
- b. Select either or both of the two (2) types of recruitment authorities as the case may be.
- c. Select the principal/s and the agency official/personnel (for SRA) or indicate the name of representative/s of the principal/employer (for LOA) who will be included in the authority.
- d. Fill-out the fields venue, venue address and number of days the recruitment will be conducted, then choose the recruitment activity date/s in the calendar. Make sure that the required fields have been filled-out correctly.
- e. Upload the documentary requirements stated above in PDF format with 10MB maximum file size. A message "*save successful*" will appear on screen as confirmation that the documentary requirements have been successfully uploaded.
- f. Monitor the status of on-line application such as *For Approval, Approved, For Signature* or *For Compliance* by clicking "*View Status of Application*":
- g. If a deficiency in the submitted documentary requirements was noted, compliance shall be submitted by selecting the transaction number, then upload the rectified deficient



document/s. Wait until the "submit successful" appears on the screen to confirm that the document/s have been submitted online.

- h. The required *Terminal Report* and *Deployment Report* should be submitted online within five (5) days and one hundred twenty (120) days, respectively, upon completion of the recruitment activity. The cancelled *SRA/LOA* should likewise be reported via online immediately. The report in prescribed format should be uploaded in *Excel Format* with maximum file size of 100kb.

IV. Changes/Amendment is the Special Recruitment Activity

Any change/amendment that the recruitment/manning agency may wish to effect in the issued *SRA/LOA*, such as date and/or venue of the activity or representative/s (principal/employer/agency officer or employee), shall be submitted at least two (2) days prior to the scheduled date of special recruitment activity. Otherwise, such changes shall not be made and the issued *SRA/LOA* shall be cancelled. A new application shall then be filed to incorporate the changes.

V. Duration of SRA/LOA

The maximum duration of recruitment activities is for two (2) weeks, cumulatively, in a month. Longer durations may be allowed for agencies which are able to deploy at least ten percent (10%) per annum of the applicants they recruited during the special recruitment activities.

VI. Validity

The *SRA/LOA* shall be valid only on the date/s and venue specified therein, unless otherwise extended, modified or revoked by POEA.

VII. Liability

POEA shall institute the appropriate administrative proceedings and/or criminal action against foreign principal/employer and/or their authorized representative/s and recruitment/manning agencies found to be violating the provisions of this circular, performing activities outside or inconsistent with the issued authority and/or submitting fraudulent document/s.

All previous issuances inconsistent herewith are hereby repealed or modified accordingly.

This Memorandum Circular shall take effect on March 20, 2015.

FOR STRICT COMPLIANCE.

5 March 2015


HANS LEO J. CACDAC
Administrator

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BY CRD ON MAR 12 2015

**Philippine Overseas Employment Administration
USER AGREEMENT
for Online Recruitment Authority Application (ORAA)**

This is an agreement with licensed recruitment/manning agency availing of the Online Authority Application System for Special Recruitment Authority (SRA) and/or Letter of Acknowledgement (LOA) as follows:

By utilizing the Online Recruitment Authority Application System, you agree to be bounded by the terms of this Agreement.

1. AVAILABILITY OF SERVICE

While ORAA service is available twenty-four (24) hours a day, (7) days a week, service may not be available at certain times due to designated service periods, maintenance, computer, telecommunication, electrical or network failure and/or any other reasons beyond the control of POEA. Application will be acted upon within eight (8) working hours.

2. END-USER OBLIGATIONS

In consideration of your use of this site, you agree to provide true and complete information. End-Users agree not to use this site for any of the following purposes which are expressly prohibited:

- 2.1. Posting incomplete, untrue or inaccurate information
- 2.2. Deleting or revising any information posted by any other person or entity
- 2.3. Disclosing to or sharing own password with any third parties or using own password for any unauthorized purpose.
- 2.4. Printing, downloading, duplicating or copying and using any personally identifiable information about other users.
- 2.5. Violating or attempting to violate the security of this site, including accessing data not intended for them or logging into a server or account which they are not authorized to access, probe or test the vulnerability of a system or network, attempting to interfere with service to any user, host or network. Violations of this security may result in civil or criminal liability.
- 2.6. Using this site in order to transmit, distribute or store material in violation of any applicable law or regulation, or in any manner that will infringe the copyright.
- 2.7. Using any device, software or routine to interfere or attempt to interfere with the proper working of any activity being conducted in this site.

End-Users acknowledge and agree that they are solely responsible for the content of and accuracy of the information placed by them in this site. The POEA does not represent or guarantee the truthfulness, accuracy or reliability of any information posted by the registrants. The POEA however reserves the right to the following:

- 2.8. Request the applicants to submit the hardcopy of the requirements in order to verify the authenticity of the posted information;
- 2.9. Expel any End-User and prevent their further access to the POEA's site, at any time for breaching the terms and conditions of this site or violating the law;
- 2.10. Remove any information which is abusive, illegal or disruptive;
- 2.11. Institute administrative/criminal proceeding against those who submit fraudulent document.

3. PASSWORD USAGE

You are responsible for maintaining the confidentiality of the password and account, and are fully responsible for all activities that occur under your password or account. You agree to (a) immediately notify the POEA of any unauthorized use of your Password or account or any other breach of security, and (b) ensure that you exit from your account at the end of each session.

It is your responsibility to ensure that only you have access to your information by keeping your User ID and Password secured. As such, you subscribe to following:

- 3.1. I agree not to let anyone know of my Password.
- 3.2. I agree to assume full responsibility for all transactions made in my accounts through the use of my User ID and Password. It is understood that the Password is known only to me and as such, any transaction effected using my Password shall be conversely presumed to be done by me or authorized by me.
- 3.3. I further agree to undertake to change my Password from time to time as I deem necessary and should I feel that my Password has been compromised, I shall immediately change my Password through the BM Online Change Password Facility.

4. SANCTION

POEA shall institute Administrative/Criminal proceeding against those who submit fraudulent document/s.

5. DISCLAIMER

The POEA does not warrant that this site will operate error-free or that its server is free of computer viruses or other harmful mechanisms. The web site content are provided on an "AS-IS" basis without any warranties of any kind. POEA, to the fullest extent permitted by law, disclaims all warranties, whether express or implied, including the warranty of merchantability, fitness for particular purpose and non-infringement. POEA makes no warranties about the accuracy, reliability, completeness, or timeliness of the web site content, services, software, text, graphics, and links.

You acknowledge and agree that POEA may preserve Content and may also disclose Content if required to do so by law or in the good faith belief that such preservation or disclosure is reasonably necessary to: (a) comply with legal process; (b) enforce the Terms and Conditions; (c) respond to claims that any Content violates the rights of third-parties; or (d) protect the rights, property, or personal safety of the POEA, its users, and the public.

I HEREBY AGREE TO BE GOVERNED BY THE TERMS AND CONDITIONS OF THE ONLINE RECRUITMENT AUTHORITY APPLICATION SYSTEM AGREEMENT. I HEREBY ALSO ACKNOWLEDGE TO HAVE READ AND FULLY UNDERSTOOD THE SAID TERMS AND CONDITIONS.

FOR THE ADMINISTRATOR:

ATTY. ROBERT L. LARGA
DIRECTOR IV
LICENSING & REGULATION OFFICE

OFFICIAL OF THE RECRUITMENT/MANNING AGENCY
AS AUTHORIZED SIGNATORY

NAME OF THE RECRUITMENT/MANNING AGENCY

Date