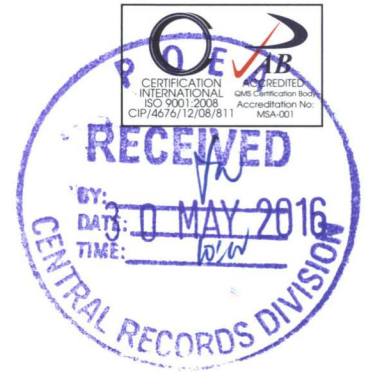




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR NO. 02
Series of 2016

TO : ALL CONCERNED

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF THE MANDATORY ONLINE PRE-EMPLOYMENT ORIENTATION SEMINAR (PEOS ONLINE) FOR LANDBASED OVERSEAS WORK APPLICANTS

Pursuant to Section 23, Rule VI of the Omnibus Rules and Regulations Implementing Republic Act No. 8042, otherwise known as the “Migrant Workers and Overseas Filipinos Act of 1995”, as amended by Republic Act No. 10022, the POEA Governing Board Resolution No. 06, Series 2016, and the Revised Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016, the following guidelines are hereby promulgated to govern the implementation of the Mandatory PEOS.

I. Description and Objectives

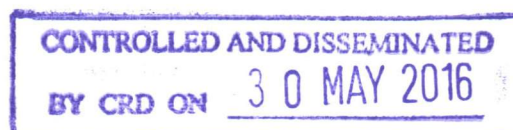
The Mandatory PEOS Online is a comprehensive, client-specific, self-instructional and computer-based education program that seeks to provide prospective overseas Filipino workers (OFWs) with relevant, quality and more accessible information about overseas employment. It aims to guide overseas jobseekers in understanding the realities of working overseas and to help them in making a decision on whether or not to pursue overseas employment. It is also designed as an anti-illegal recruitment and anti-human trafficking strategy by providing information on how to avoid becoming victims. It bridges information gaps between community-based PEOS and the Pre-Departure Orientation Seminar.

II. Coverage

The mandatory PEOS Online shall apply to the following:

1. All Filipinos seeking land-based overseas work for the first time; and
2. New hires who have no prior record of deployment in POEA.

It shall be a pre-application requirement which should be completed prior to applying for overseas work.

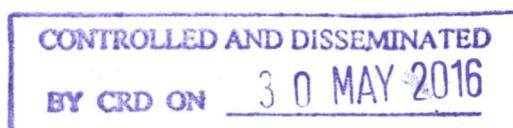


III. Registration and completion of the modules

1. The applicant may access the PEOS Online website through any of the following facilities:
 - 1.1 Applicant's personal computer, tablet or smart phone.
 - 1.2 POEA Central Office (2nd Flr., PEOS Online Hub)
 - 1.3 Licensed Recruitment Agencies
 - 1.4 POEA Regional Offices
 - 1.5 Local Government Units / Public Employment Service Offices
 - 1.6 POEA private-partners
2. An applicant shall log on to **www.peos.poea.gov.ph** to access the PEOS Online platforms.
3. The applicant shall choose from among the two (2) platforms that correspond to his category or the type of work he is applying for. If he is a skilled or professional worker, he should access the Skilled/Professional platform. Domestic worker applicants, on the other hand, should access the Domestic Worker platform.
4. The applicant shall register or sign-up for free in the website by creating an account to be included in the POEA database of PEOS Online registrants. After the registration is completed, the applicant may be able to access the eight (8) self-learning modules. The applicant undertakes to take the examination by himself without seeking assistance from others nor allow or request somebody to take it for him.
5. The applicant shall take PEOS Online prior to the submission of his application to a licensed recruitment agency. He must go to each and every module and be able to complete all the modules. At the end of each module is a review through an exercise consisting of five (5) questions. The applicant must answer correctly at least three (3) questions to be able to proceed to the next module.
6. After completing the modules, the applicant's name will be registered in the database of users who completed the modules. The PEOS certificate need not be printed; however, the applicant may opt to print it for reference purposes.
7. The applicant may provide his complete name and birthday, or simply the certificate number to the licensed recruitment agencies.

IV. Upgrading of e-Submit Operating Program by licensed recruitment agencies

1. Licensed recruitment agencies are required to upgrade their e-Submit system by downloading Version 4.3 of the application. The upgraded version will include the required field for the mandatory PEOS Certificate number. The upgraded version will be available for downloading starting June 3, 2016.



2. Licensed recruitment agencies shall be provided a downloadable link of patch and instruction on how to update their E-Submit system.

V. Documentary Processing

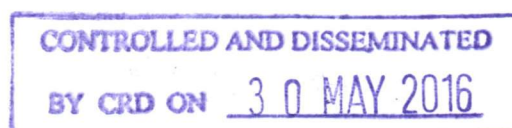
1. Licensed recruitment agencies shall ensure that all their applicants have taken the mandatory PEOS Online before accepting applications, and that the applicants by themselves have taken it. They can check the name of an applicant from the database of users who have completed the PEOS Online.

For former OFW applicants, the recruitment agency may require the submission of OFW Information Sheet, Overseas Employment Certificate, and/or passport with departure and arrival records and stamped appropriate visa, to establish that the worker had previously worked abroad and processed at POEA.

2. Licensed recruitment agencies may offer their facilities for free for the applicants to take and complete the PEOS Online. In so doing, the licensed recruitment agencies undertake that they will not extend assistance to the applicant in completing the modules. They may, however, assist applicants in accessing the website or in guiding them on other computer-related technical issues and program glitches.
3. Upon preparation of Request for Processing (RFP) for contract processing, the system will check for valid PEOS certificate number against the list of those who completed PEOS Online. Matching will be performed on last name, first name and birthday using exact match only.
4. When a match is found, the PEOS certificate number will automatically be added to the corresponding field of the contract data when it is entered into the POEA database. Licensed recruitment agencies do not need to manually encode the certificate number.
5. When no match is found and no certificate number is generated, the e-Submit system will reject the RFP and processing of contract will not proceed. The system will send an error response to the agency.
6. Requirement of the PEOS Online certificate number for contracts of domestic workers processing shall start on June 15, 2016. For other types of occupational skills, the POEA shall issue an advisory in due time.

VI. QUERY/VERIFICATION SYSTEM

Licensed recruitment agencies shall check if the applicant has taken and completed PEOS Online through the verification menu in the PEOS Online website. They may check by name or by certificate number. The Workers Education Division shall provide technical support in verifying the applicant's completion of the modules and authenticating PEOS Online certificates if necessary.



VII. COMPLIANCE

From the effectivity of this issuance, licensed recruitment agencies shall not allow documentation of workers who have not complied with the Mandatory PEOS Online.

VIII. LIABILITY

Any licensed recruitment agency that violates this Memorandum Circular shall be made liable for violation of Section 143 (o) and/or (kk) of Rule I, Part VI of the 2016 POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Workers.

An applicant who submits, furnishes or uses false information or document to comply with the mandatory PEOS Online shall be made liable for violation of Section 145 (A) (a) of Rule V, Part VI of the same Rules.

This circular shall take effect on June 1, 2016.

For strict compliance.


HANS LEO J. CACDAC
Administrator

