



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, 722-1166, 722-1177



MEMORANDUM CIRCULAR NO. 111

Series of 2017

FOR : ALL CONCERNED LANDBASED AND SEABASED LICENSED AGENCIES

SUBJECT : GUIDELINES ON THE CONDUCT OF COMPREHENSIVE AGENCY EDUCATION PROGRAM (CAEP)

Pursuant to Section 223, Rule IV Part VIII of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Land-based Overseas Filipino Workers of 2016, and Section 207, Rule IV Part VIII of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Seafarers of 2016, the Administration shall provide a Continuing Agency Education Program for the officers and personnel of licensed landbased and seabased agencies. For this purpose, the Administration may charge reasonable fees to defray expenses to be incurred for such programs.

The following guidelines are hereby issued to on the conduct of Comprehensive Agency Education Program (CAEP):

I. COVERAGE

These guidelines shall cover all officers and employees of licensed recruitment/manning agencies relative to their attendance to the CAEP as a requirement for:

- a. Upgrading of the licenses from provisional to full license;
- b. Renewal of the licenses and branch office authorities;
- c. Request for additional officer and staff

II. PROCEDURES FOR THE ISSUANCE OF CERTIFICATE OF ATTENDANCE TO CAEP

- a. The application shall be submitted by the recruitment/manning at ERB Counter located at the 4th Flr., Blas F. Ople Bldg., EDSA cor. Ortigas Ave., Mandaluyong City.
- b. The request/s should be submitted by the recruitment/manning agency within the first week of each month.
- c. Requirements for the application on the attendance to CAEP:

CONTROLLED AND DISSEMINATED
BY CRD ON 14 DEC 2017

1. Letter request from the licensed recruitment/manning agency which indicates the intended schedule date and the names of the officers/employees;
 2. Duly accomplished personal profile of the participant/s. (sample copy attached)
 3. Official Receipt and its photocopy as a proof of the payment for the seminar fee
- d. Posting of payment at the POEA Cash Office located at 5th Flr. Documentary requirements for LOA application Blas F. Ople Bldg., EDSA cor. Ortigas Ave., Mandaluyong City.
- e. Participation of the officers or rank and file employees during the scheduled conduct of CAEP.
- f. Registration shall be done on a first-come-first serve basis and priority in schedule shall be given to agencies whose licenses have been renewed and upgraded by virtue of submission of an affidavit to attend the said seminar.

III. CHANGES/AMENDMENTS IN THE PARTICIPATION TO CAEP

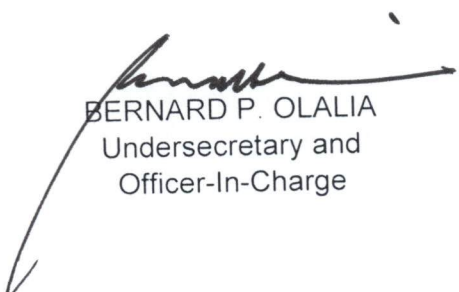
Any change/amendment in the date and name/s of participants shall be submitted at least one (1) week prior to the scheduled date of CAEP. Otherwise, the payment for seminar fee shall be forfeited and the scheduled slot shall be cancelled. A new application shall then be filed.

IV. VALIDITY OF CERTIFICATE OF ATTENDANCE

The Certificate of Attendance to CAEP shall be valid for four (4) years from the date the certificate was issued.

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

For strict compliance.


BERNARD P. OLALIA
Undersecretary and
Officer-In-Charge

12 December 2017

CONTROLLED AND DISSEMINATED
BY CRD ON 14 DEC 2017