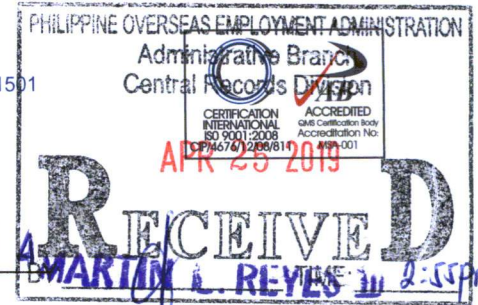




Philippine
Overseas
Employment
Administration

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. 04
Series of 2019

TO : ALL CONCERNED

SUBJECT : Guidelines on Multiple Accreditation of Principal/Employer

Pursuant to Governing Board Resolution No. 03, Series of 2017 amending Section 108 of the Revised Rules and Regulation Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016, the following guidelines are hereby issued for the multiple accreditation of principal/employer:

I. COVERAGE

These guidelines shall cover all licensed landbased recruitment agencies and accredited principals/employers.

II. GOVERNING PROVISION

Section 108. Multiple Accreditation of Principal/Employer.- A principal which is a foreign placement agency may be accredited with four (4) licensed recruitment agencies, while an employer may be accredited up to a maximum of five (5) licensed recruitment agencies.

III. LIMITATIONS AND REQUIREMENTS

A. FOR FOREIGN PRINCIPAL/EMPLOYER HIRING PROFESSIONAL AND/OR SKILLED WORKERS:

1. A uniform or upgraded compensation package shall be adopted by the principal/employer and the agencies for the same project in the same job site;
2. The principal/employer shall submit an undertaking that it will comply with all its obligations to other licensed recruitment agencies to which it is currently accredited including the responsibility to monitor the status or condition of its hired Filipino workers and submission of quarterly report

CONTROLLED AND DISSEMINATED
BY CRD ON 25 APR 2019

to the Administration including significant incidents as provided in the POEA Rules and Regulations; and

3. The principal/employer is not suspended or disqualified under the POEA Rules and Regulations and has no pending welfare case at the Philippine Overseas Labor Office (POLO) and/or in the Philippine Embassy/Consulate. Provided further, that, there is no pending case/action before the courts of law filed by the accredited licensed recruitment agency.

Foreign Placement Agencies or Direct Employers hiring exclusively skilled and professional workers may be accredited to maximum of five (5) Philippine licensed recruitment agencies.

B. FOR FOREIGN PLACEMENT AGENCY HIRING DOMESTIC WORKERS:

1. *For the second accreditation*, the foreign placement agency must submit a deployment report from the POEA Information and Communications Technology Branch indicating that at least one hundred (100) domestic workers were newly-hired and deployed to the FPA immediately preceding the request for dual accreditation;
2. *For the third accreditation*, the foreign placement agency, only after one (1) year from the second accreditation, must submit the following:
 - a. A deployment report from the POEA Information and Communications Technology Branch indicating that at least two hundred (200) workers, of which at least fifteen percent (15%) are skilled or professionals, were newly-hired and deployed to the FPA;
 - b. Certificate of No Pending Case from the Adjudication Office;
 - c. Certificate of No Pending Welfare Case with the Philippine Overseas Labor Office (POLO) onsite, including cases that are inherently labor in character or arose out of employer-employee relations, such as:

CONTROLLED AND DISSEMINATED
BY CRD ON 25 APR 2019

- (i) those involving salaries and wages,
 - (ii) violation of other terms and conditions of the employment contracts,
 - (iii) termination, and
 - (iv) others, as may be certified by the POLO or Welfare Officer;
- d. Certificate of No Objection from all its accredited Philippine Recruitment Agencies in line with its undertaking under paragraph c, Section 108, that it will comply with all its obligations to other licensed recruitment agencies to which it is currently accredited, to specifically include financial obligations under their recruitment agreements; and
 - e. Proof of escrow account, to include an escrow agreement and bank certification, with a bank authorized by the *Bangko Sentral ng Pilipinas* to handle trust accounts, with a minimum deposit in the amount of Ten Thousand United States Dollars (US\$10,000.00) to answer for all valid and legal claims and satisfaction of all judgment awards arising from violations of contracts of employment. Additional escrow deposit and withdrawal of additional escrow shall be governed by Governing Board Resolution No. 10, Series of 2016.
3. *For the fourth accreditation*, the foreign placement agency must have newly-hired and employed at least three hundred (300) workers, of which at least fifteen percent (15%) are skilled or professionals, and only after one (1) year from the third accreditation and, in addition, must submit the same requirements and documents enumerated under the immediately preceding number.

The application of the first and second paragraphs of Section 209, Part VII, Rule I of the 2016 POEA Rules on the requirement to monitor and report on the status or condition of deployed workers and third paragraph of the same section on the requirement to employ at least one (1) Filipino Welfare Officer/Counselor in its office to monitor and resolve domestic worker problems/complaints at the job site, is hereby expanded to cover all Foreign

CONTROLLED AND DISSEMINATED
BY CRD ON 25 APR 2019

Placement Agencies that have hired at least hundred (100) Filipino domestic workers, provided further, that:

1. All applications for a third accreditation as above-mentioned shall employ a second Filipino welfare officer/counselor and provide prior proof of such upon application;
2. All applications for a fourth accreditation as abovementioned shall employ third Filipino welfare officer/counselor and shall submit proof of such upon application.

All policies, issuances, rules and regulations inconsistent with Governing Board Resolution No. 3, Series of 2017 and this Circular are hereby repealed or modified accordingly.

This Circular shall be effective fifteen (15) days after publication in a newspaper of general circulation.



BERNARD P. OLALIA
Administrator

03 April 2019

CONTROLLED AND DISSEMINATED
BY CRD ON 25 APR 2019