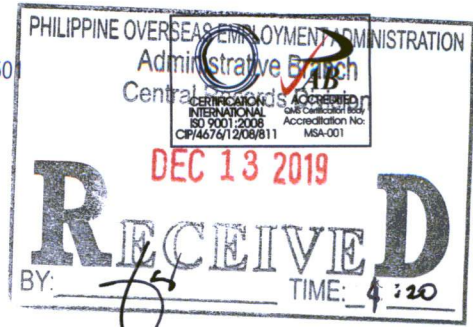




**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1500
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



**PLEASE ROUTE WITHIN
YOUR BRANCH**

**MEMORANDUM CIRCULAR NO. 18
Section of 2019**

TO : ALL CONCERNED

SUBJECT : Amendment to Memorandum Circular No. 04, Series of 2019 on Multiple Accreditation/Registration of Principal/Employer

Pursuant to Governing Board Resolution No. 03, Series of 2017 and Memorandum Circular No. 04, Series of 2019 amending Section 108 of the Revised Rules and Regulation Governing the Recruitment and Regulation Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016, the following guidelines are adopted to amend Memorandum Circular No. 4, 2019, on multiple accreditation/registration 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 three (3) 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 jobsite;
2. The principal/employer shall submit an undertaking that 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 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

**CONTROLLED AND DISSEMINATED
BY CRD ON 13 DEC 2019**

agency or a Certification from the existing Philippine Recruitment Agency that they have not file any case against their principal.

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 generated by the POEA Information and Communications Technology (ICT) 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 and proof of employment of at least one (1) Filipino welfare officer/counselor in its office to monitor and resolve domestic worker problems/complaints at the jobsite pursuant to the third paragraph of Section 109, Part VII, Rule I of the 2016 POEA Rules.
2. *The third accreditation for the foreign placement agency* will only be considered after one (1) year from the second accreditation with the following requirements:
 - a. A deployment report generated by the POEA ICT Branch indicating that at least two hundred (200) workers 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:
 - (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 licensed 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;
3. The fourth accreditation may only be considered after one year from the third accreditation and if the foreign placement agency has deployed newly hired and employed at least three hundred (300) workers of which fifteen percent (15%) are non-domestic workers, as applicable. In addition, the FPA 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 the Philippine Recruitment Agency's (PRA) office to monitor and resolve domestic worker problems/complaints at the jobsite, is hereby expanded - hence, a Filipino Welfare Officer/Counselor must be employed by all Foreign Placement Agencies that have hired at least one hundred (100) Filipino domestic workers; provided further, that all applications for a third accreditation as above-mentioned shall require the employment of a second Filipino welfare officer/counselor and submit prior proof of such compliance upon application for accreditation/registration.

The qualifications, including the duties and responsibilities of a welfare officer shall be determined by the Philippine Overseas Employment Administration (POEA) taking into consideration the demands of the labor market and welfare concern realities at the jobsite.

The condition regarding the Escrow Agreement provided in B. 2.b.e of Memorandum Circular No. 04, Series of 2019, is hereby suspended until the technical and legal requirements are met according to the rules of the Bangko Sentral ng Pilipinas.

All policies, issuances, rules and regulations inconsistent with 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

22 November 2019

CONTROLLED AND DISSEMINATED
BY CRD ON 13 DEC 2019