



MEMORANDUM CIRCULAR No. 11-A
Series of 2020

TO : ALL CONCERNED

SUBJECT : Guidelines for Pre-Employment Services for Areas in the Country under Modified Enhanced Community Quarantine (MECQ) Transitioning into General Community Quarantine (GCQ)

Pursuant to the *Omnibus Guidelines on Implementation of Community Quarantine in the Philippines* of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) revised on 15 May 2020; the Civil Service Commission Memorandum Circular (CSC-MC) No. 10 dated 07 May 2020 on *“Revised Interim Guidelines for Alternative Work Arrangements and Support Work Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic”*; Department of Labor and Employment (DOLE) Administrative Order on *“Guidelines on the Implementation of Alternative Work Arrangement (AWA) under the General Community Quarantine (GCQ)”*, and *IATF Resolution No. 40 Series of 2020*, the following guidelines for pre-employment services at the POEA are hereby set:

I. Operations at POEA Regional Offices and One Stop Service Center for OFWs (OSSCOs) Under GCQ

Pursuant to pertinent CSC and IATF directives, all POEA regional offices, satellite offices, regional extension units and OSSCOs shall continue operations pursuant to POEA Memorandum Circular No. 11 Series of 2020 at 50% manpower complement.

II. Pre-Employment Services at the POEA Main Office, the National Capital Region, Cebu, Laguna Transitioning from MECQ to GCQ

The POEA Main Office in Ortigas, OSSCOs and extension offices at the National Capital Region, as well as the offices in Cebu and Laguna that are transitioning from MECQ to GCQ effective 01 June 2020 shall continue to operate under MECQ set-up contained in POEA MC No. 11 Series of 2020 from 01 June to 05 June 2020 or until such time that the 50% manpower complement required under GCQ set-up is achieved.

The services under this transition period include the processes of the following offices:

1. Landbased Center
2. Seabased Accreditation and Contract Processing Center
3. Labor Market Development Branch
4. Balik-Manggagawa Processing Division
5. Direct Hire Assistance Division

III. Renewal, Upgrading and Extension of Principal Accreditation during MECQ

POEA Memorandum Circular No. 11 Series of 2020 is hereby reiterated, thus:

The principal accreditation of LRAs and LMAs whose expiration fall during the period covered by POEA Memorandum Circular No. 7-A Series of 2020 and the MECQ shall be given an automatic extension valid until 15 June 2020. PRAs and LMAs shall be allowed to file their application at POEA for renewal, upgrading or extension upon the lifting of the MECQ.

This Circular shall take effect immediately, amends previous POEA issuances contrary hereto, and shall be subject to amendments upon the issuance of further directives.

For strict compliance.



BERNARD P. OLALIA
Administrator

01 June 2020