



**MEMORANDUM CIRCULAR NO. 16
Series of 2020**

FOR : ALL CONCERNED LANDBASED AND SEABASED AGENCIES
**SUBJECT : GUIDELINES ON THE CONDUCT OF CONTINUING AGENCY
EDUCATION PROGRAM (CAEP) WEBINAR**

Pursuant to Section 223, Rule IV Part VIII and Section 207, Rule IV Part VIII of the 2016 Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers and Seafarers, respectively, the Administration shall provide a Continuing Agency Education Program for the officers and personnel of licensed recruitment and manning agencies.

The following guidelines are hereby issued on the conduct of CAEP Webinar:

I. COVERAGE:

These guidelines shall cover all directors, officers and personnel of licensed recruitment and manning agencies relative to their attendance to the CAEP Webinar as a requirement for:

- A. Upgrading of licenses from provisional to full license;
- B. Renewal of licenses and branch office authorities.
- C. Request for additional director, officer and staff.

II. FILING OF THE APPLICATION

- A. The request for online participation to the conduct of CAEP Webinar shall be submitted through POEA web based CAEP Application System within 6 months prior to the expiration of the license.
- B. Log in by encoding the username and password of the recruitment/manning agency
- C. Choose the preferred date on the schedule of CAEP Webinar
- D. Indicate the name/s of the participant/s in the available slot
- E. Upload the following required documents:
 - 1. Letter request from the recruitment/manning agency.
 - 2. Duly accomplished individual CAEP profile form of the participant/s
- F. Once the evaluation result indicates approved, print the reservation notice which should be submitted to ERB within 3 days. Otherwise, the allotted slot will be reopened to other participants.

**CONTROLLED AND DISSEMINATED
BY CRD ON JUL 14 2020**

PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
Administrative Branch
Central Records Division
JUL 14 2020
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BY: MARTIN H. REYES III TIME: 10:20 AM

- G. Secure a copy of order of payment from the Employment and Regulation Branch (ERB).
- H. Pay the CAEP fee at the POEA Cash Office, 5th Flr. POEA Bldg.
- I. Submit to ERB the Official Receipt and claim the training kit for the CAEP Webinar.

III. ONLINE PARTICIPATION IN THE CONDUCT OF THE CAEP WEBINAR

- A. Only confirmed participants who paid the training fee and received an email advice shall be allowed to participate in a scheduled CAEP Webinar.
- B. Participants shall log in to the CAEP Webinar portal by encoding the Meeting ID and Password. The Meeting ID and Password will be provided to the confirmed participants thru e-mail.
- C. Participants must be physically present throughout the duration of the CAEP Webinar. Participants must refrain from leaving and the webcam shall at all times be directed towards him while the CAEP Webinar is in progress.
- D. Participants must participate in the discussion through live interaction and through the chat box during the question and answer portion.
- E. The presence of participants shall be closely monitored in order to identify who among them completed the CAEP Webinar. This will serve as proof of attendance and shall be the basis on the issuance of Certificate of Attendance.

IV. CHANGES/AMENDMENTS IN THE PARTICIPATION TO CAEP WEBINAR

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

VI. VALIDITY OF CERTIFICATE OF ATTENDANCE.

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

For immediate and strict compliance.


BERNARD P. OLALIA
Administrator

30 June 2020

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BY CRD ON JUL 14 2020