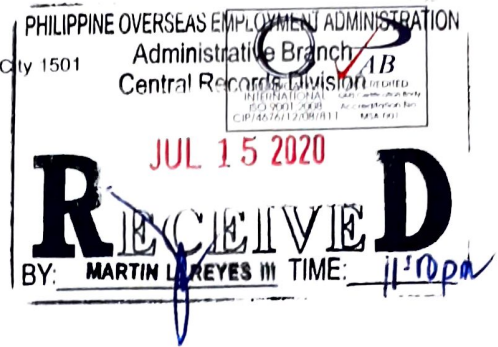




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MEMORANDUM CIRCULAR NO. 17
Series of 2020

TO : ALL CONCERNED

SUBJECT: Amended Interim Guidelines for PSO-Landbased Center's (LBC) Online Appointment System in the Submission of Request for Accreditation/registration of Principals and Other Transactions

Pursuant to pertinent IATF Resolutions, the Civil Service Memorandum Circular 10 of 2020 and all applicable guidelines for government personnel during the State of National Emergency due to COVID-19 Pandemic on alternative work arrangements, support work mechanisms, as well as quarantine and border restriction controls in the Philippines and in countries of destination of overseas Filipino workers (OFWs), while taking into consideration their employment opportunities and welfare and after due consultation with representatives of the landbased recruitment industry, the PSO-Landbased Center (LBC) interim procedures relative to the online submission of requests to file for accreditation/registration of foreign Principals and similar other landbased transactions are hereby amended, as follows:

1. Private recruitment agencies (PRAs), through their official email account registered with the Licensing Branch, shall send their **request for appointment to file** the accreditation/registration of Principals (initial/renewal), additional job order, revalidation of job order, through the designated email addresses as follows:
 - a. amerasiad_lbc@yahoo.com for AMERASIA accounts; and
 - b. meaad_lbc@yahoo.com for Middle East and African Affairs accounts.

All transactions and communications which are not for appointment purposes, including misfiled request for appointment, will not be acted upon.

2. The online filing of requests for appointment shall be **between 8:00am to 11:00am daily**, from Monday to Friday.
3. The following information must be included in the request for appointment to file:
 - a. Name of PRA and authorized signatory;
 - b. Jobsite;
 - c. Name of principal;
 - d. Nature of accreditation transaction;
 - e. Details of manpower request; and
 - f. Name of the authorized representative submitting to POEA (and no other representative shall be allowed to submit to POEA).

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4. A maximum of **twenty (20) PRAs** with two (2) transactions shall be accommodated **daily**. Awardee-PRAs may file through the same emails and will not be subject to the limit set for regular PRAs. All requests for appointment within the time provided daily shall form part of the next batches for appointment and queued for the following days. Requests for appointment filed between the designated time shall be accepted and those filing beyond the specific period will not be entertained and will need no confirmation that they failed to submit within the prescribed period. The assigned date and time for submission is fixed and cannot be moved to an earlier or later date, and no request shall be entertained if the same did not pass through the said appointment system.
5. Through designated emails, LBC shall, within twenty-four (24) hours, acknowledge receipt of the emailed request from the PRAs, with a Notice that the PRA is part of the 20 agencies whose request for appointment to file is approved. Those with approved appointments to file must submit the documents on the designated time and date before an authorized LBC receiving officer, and their documents shall be deposited in a designated drop box located at the Liaison Officers' Lounge, 2nd floor, BFO Bldg. The emailed request for appointment by the PRA and the acknowledgement by LBC which shall contain all the names of the PRAs accepted to file on the time and date provided shall form part of the submission. Only the designated or authorized officer named in the request for appointment shall be allowed to submit.

The offices of the POEA Administrator and Deputy Administrator for Employment and Welfare shall be furnished of the said list for their information.

6. The list of appointments will be posted at the 2nd Floor Landbased Center Bulletin Board and at the Liaison Officers' Lounge indicating the list of agencies which are part of the batch of 20 agencies to be accommodated on a particular date and the corresponding batches of agencies corresponding to the date assigned for their filing.
7. Submitted transactions shall be assigned to evaluators who shall notify the PRA concerned of the evaluation results, i.e. recommendation for approval; to comply with requirement(s) for deficiency/ies (if any); or when necessary, request conference with a PRA representative within five (5) working days from receipt of the assigned accreditation transaction. Follow – ups shall be coursed through email only and the LBC evaluators shall view and provide response to such follow-ups **between 1PM - 4PM**. Other concerns with accreditation and not with appointment must be coursed through mideast_lbc@yahoo.com for **MEAAD** and oldaccts_amerasiad@yahoo.com for **AMERASIAD**.

The PRA shall be responsible to monitor the approval of their request after the evaluator's update that their transaction is for approval.

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8. Letters of appeal and requests for reconsideration that require legal opinion or management decision in POEA shall be communicated to the PRA through email.

This Circular takes effect immediately. All other provisions of Memorandum Circulars No. 11 and 11-A, Series of 2020 not covered by this Circular shall remain in full force and effect, while provisions contrary thereto are deemed amended.

For strict compliance.



BERNARD P. OLALIA
Administrator

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