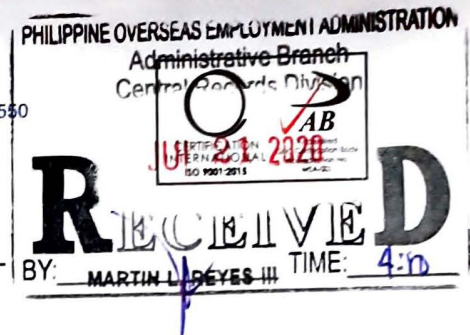




**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
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MEMORANDUM CIRCULAR NO. 18
Series of 2020

**FOR: APPLICANTS FOR PROVISIONAL LICENSE AND CONCERNED
LICENSED RECRUITMENT/MANNING AGENCIES**

**SUBJECT: GUIDELINES ON THE CONDUCT OF ONLINE PRE-LICENSING
ORIENTATION SEMINAR (PLOS)**

The Pre-Licensing Orientation Seminar (PLOS) is being conducted pursuant to Section 4 (i), Rule II, Part II of the 2016 Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers and Seafarers with the aim of professionalizing the recruitment industry by providing the basic special capability, technical competence and the highest sense of moral values to ensure that the primordial objective to provide safety nets to workers has not been neglected and that the basic tenets in operating a recruitment agency have been cascaded which will lead to eventual compliance of all the existing laws, rules and regulations pertaining to the overseas employment program. For this purpose, the Administration may charge a reasonable fee to defray the expenses that will be incurred in the conduct of said seminar.

In view of the Covid-19 pandemic which prompted the National Government to prohibit mass gatherings, the regular method of conducting PLOS may not be feasible. Thus, in order not to disrupt the implementation of this program, the PLOS seminar shall be temporarily done online via Microsoft Teams or thru any available videoconferencing platform, until such time that the situation in our country normalizes.

A. COVERAGE

Pursuant to Governing Board Resolution (GBR) No. 06, Series of 2019 and Memorandum Circular (MC) No. 05, Series of 2019, the PLOS shall be participated by the new sole proprietor/proprietress, new managing partner, new president, new chief executive officer, new operations manager, new members of the board of directors [who may be exempted upon presentation of proof of previous attendance to PLOS or Continuing Agency Education Program (CAEP)], and branch managers.

B. REGISTRATION AND PAYMENT PROCEDURE

1. Applicants shall register by filling out the PLOS form at:
<https://forms.gle/M6ecKzudSF26BQXN8>
2. The PLOS form must be properly accomplished by the applicant.

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3. Copy of Identification Card and latest 2x2 picture must be uploaded, otherwise, the request shall not be acted upon.
4. Applicant shall receive a reply acknowledging receipt of the PLOS form and an Order of Payment which shall serve as a pass to enter the POEA premises.
5. Payment shall be made to the Cashier of the POEA Cash Division only.
6. A photocopy of the Official Receipt (O.R.) must be submitted thru the designated drop box located at the POEA lobby or thru email at:

EMAIL ADDRESS: evaluation.licensing@poea.gov.ph
SUBJECT: PLOS payment (space) Name of Applicant

7. Upon receipt thereof, the applicant shall receive thru email a confirmed schedule with the Meeting ID and learning modules.
8. Applicant may opt to send in his/her question/s at least three (3) days prior to the conduct of the PLOS or to ask question/s during the Question and Answer portion.
9. Non-participation on the scheduled PLOS shall mean forfeiture of the scheduled slot and the applicant has to apply anew.
10. PLOS fee is non-refundable.

C. METHODOLOGY

1. The Pre-Licensing Orientation Seminar shall be done via Microsoft Teams or thru any available videoconferencing platform, or at a specified venue, when allowed.
2. The PLOS shall be conducted every Monday of the week with twenty-five (25) participants per scheduled session.
3. The participants are encouraged to sign in at the Meeting Room at least thirty (30) minutes before the start of the PLOS.
4. The Secretariat will check the attendance of the participants by verifying their identities through the submitted photocopy of ID card and compared their physical appearance through the submitted latest 2x2 picture.
5. After verification, the Secretariat will discuss the House Rules to be observed by the participants.
6. The PLOS will be a half-day session with topics on the current processes involved in the licensing and regulation of private recruitment/manning agencies, the processes/systems of the PSO and AO, and the law on illegal recruitment, as

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preventive approach and in support of the Administration's campaign to curb illegal recruitment and anti-trafficking in persons.

7. The participants are required to be present for the entire duration of the PLOS. A ten (10) minute break will be given for every topic.
8. The participants are prohibited from entering the meeting room with a blank screen or a display photo, and must only unmute the microphone when asking questions during the Question and Answer portion of the seminar.
9. Upon completion of the PLOS, the participants shall be furnished, thru email, the scanned copy of the PLOS Certificate, and the date when they may claim the original copy of their certificates.
10. On the scheduled date, the participants shall present valid ID, O.R. and scanned copy of the PLOS Certificate at the 4th Floor, Licensing Branch waiting lounge, to claim the original copy of the PLOS Certificate.

All previous issuances inconsistent herewith are hereby repealed or modified accordingly.

For strict compliance.


ATTY. BERNARD P. OLALIA
Administrator

10 July 2020

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