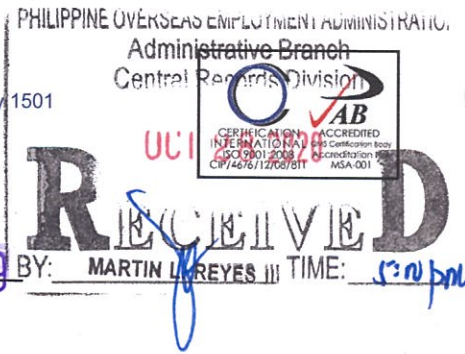




Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501  
Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



**MEMORANDUM CIRCULAR NO. 29**  
Series of 2020

**TO :** ALL CONCERNED

**SUBJECT :** Guidelines on the Streamlined Online Processing of Multi-purpose AIRB Clearance during the State of Calamity due to COVID-19

**DATE :**

Further to POEA Advisory No. 87 (series of 2020) on the issuance of a Multi-Purpose AIRB Clearance and pursuant to Memorandum Circular No. 01 (series of 2020) and Memorandum Circular No. 6 (series of 2020) of the Anti-Red Tape Authority, enjoining national government agencies to implement measures to eliminate overregulation, streamlining and simplification of processes, electronic submission and reduction of requirements under the "new normal," the following guidelines on the issuance of an Anti-Illegal Recruitment Branch (AIRB) Clearance is hereby issued:

***Submission of Requests for AIRB Clearance***

All requests for AIRB Clearance must be submitted electronically via email:

EMAIL ADDRESS : airbclearance.poea@gmail.com  
SUBJECT : Request for AIRB Clearance (*Name of Agency*)

***Requirements for AIRB Clearance***

- 1) Duly accomplished AIRB Clearance Form, sent as part of the email message body. For ease of evaluation, each email message should have a maximum of five (5) names/applicants only. There is no limit to the number of email messages/submissions that may be sent;
- 2) Letter Request for AIRB Clearance signed by the agency's President/General Manager, any of the designated signatories, or the person applying for an AIRB Clearance, in PDF format, sent as email attachment;
- 3) Clear scanned, non-pixelated copies of ID pictures with nameplate, of the applicants, in one PDF file, sent as email attachment;
- 4) Clear scanned, non-pixelated copies of a valid NBI clearance (for Filipino applicants) or the passport information page (for foreign nationals), in one PDF file, sent as email attachment.

**CONTROLLED AND DISSEMINATED**  
BY CRD ON **OCT 28 2020**

### ***Evaluation and Release of AIRB Clearance***

Upon submission of complete requirements for AIRB Clearance, the same shall be evaluated and a clearance, in electronic format, shall be issued within three (3) working days.

In case of discrepancy in the requirements, lacking documents, or possible HIT/INCLUSION in the clearance database, the applicant shall be notified via email of the result of the evaluation within three (3) working days and the requirements needed for compliance. Upon compliance, the application and requirements submitted shall then be re-evaluated, and an AIRB clearance or a denial of an AIRB clearance shall be issued via email. Clients are reminded to regularly check their emails.

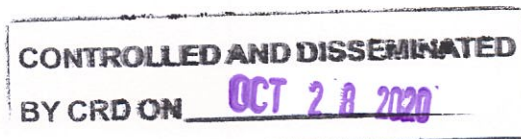
### ***Ease of Doing Business during the State of Calamity due to COVID-19***

With the issuance of Presidential Proclamation 1021 (series of 2020) extending the State of Calamity due to COVID-19 throughout the Philippines, and with travel restrictions and health protocols still in place, the following requirements and compliance mechanisms shall be allowed:

- 1) In case of non-availability of a valid NBI clearance, the Anti-Illegal Recruitment Branch shall accept the submission of an expired NBI clearance with no adverse remarks plus an Affidavit of Undertaking that a valid NBI clearance shall be submitted upon lifting of the State of Calamity due to COVID-19;
- 2) If upon evaluation, there is a need to submit clearances from other government offices (e.g. clearances from Prosecutors' office, courts), and in case of non-availability of said clearances, the Anti-Illegal Recruitment Branch shall accept the submission of an Affidavit of Undertaking that the same shall be submitted upon lifting of the State of Calamity due to COVID-19.

The Anti-Illegal Recruitment Branch shall issue formatting, printing, and other clarificatory guidelines, relative to the issuance of the AIRB clearance, in order to further assist applicants.

As part of health and safety protocols, the Anti-Illegal Recruitment Branch is strictly implementing a NO WALK-IN policy for requests and follow-ups for AIRB Clearance. For details and other inquiries relative to the AIRB Clearance, please contact the Anti-Illegal Recruitment Branch at email [airbclearance.poea@gmail.com](mailto:airbclearance.poea@gmail.com) or [airbranch@poea.gov.ph](mailto:airbranch@poea.gov.ph) or phone (02) 8721-0619 or (02) 8568-1104.





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

For strict compliance.



**BERNARD P. OLALIA**  
Administrator

CONTROLLED AND DISSEMINATED  
BY CRD ON **OCT 28 2020**