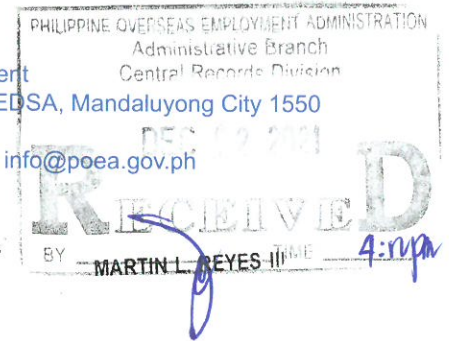




**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1550

Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 8722-1144, 8722-1155



MEMORANDUM CIRCULAR NO. 26
Series of 2021

TO : ALL CONCERNED

SUBJECT : Revised Guidelines on the Streamlined Online Processing of Multi-purpose AIRB Clearance

DATE :

Further to POEA Memorandum Circular No. 29 (series of 2020) the following revised 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 : airbclearanceapplication@poea.gov.ph
SUBJECT : Request for AIRB Clearance (*Name of Agency*)

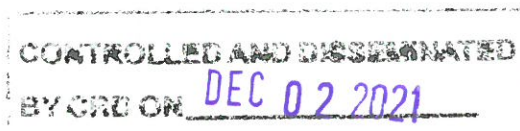
Requirements for AIRB Clearance

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.

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, if any. 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.

With improvements in the state of public health in the country and adjusted/streamlined processes of government offices, the Anti-Illegal Recruitment Branch will no longer accept Affidavits of Undertaking in lieu of a valid NBI clearance and other government clearance requirements (e.g. clearances from Prosecutors' office, courts, etc.).

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 shall continue to implement a NO WALK-IN policy for requests and follow-ups. For details and other inquiries relative to the AIRB Clearance, please contact AIRB at email airbclearance@poea.gov.ph or airbranch@poea.gov.ph or phone (02) 8721-0619.

The revised guidelines shall take effect on 3 January 2022.

All previous issuance inconsistent herewith are hereby repealed or modified accordingly.

For strict compliance.


BERNARD P. OLALIA
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON DEC 02 2021