



Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines Department of  
Labor and Employment  
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**MEMORANDUM CIRCULAR No. 27**  
Series of 2021

**TO : ALL POEA REGIONAL CENTERS, REGIONAL EXTENSION UNITS,  
SATELLITE OFFICES, AND DIRECT HIRE APPLICANTS**

**SUBJECT : LAUNCHING OF POEA ONLINE PROCESSING SYSTEM FOR DIRECT  
HIRE (POPS-Direct) AND TRANSITION GUIDELINES**

As part of the Administration's continuous effort to modernize and improve the processes of the agency, a new system for direct hire processing shall be officially launched effective 03 January 2022, thereby replacing the old Direct Hire module under the e-Services Portal.

The new system which is officially called the **POEA Online Processing Systems for Direct Hire** or **POPS-Direct**, for brevity, is an in-house developed online system that can be accessed by the Direct Hire-applicant through their e-Registration account.

The system shall be decentralized to allow regional centers, regional extension units and satellite offices, which have the capabilities and necessary manpower, to accept Direct Hire applications. This would allow interested applicants to register and submit their requirements to a POEA office nearest them. OSSCOs shall be allowed to process Direct Hire applicants on case-to-case basis, depending on their manpower complement.

The procedures for Direct Hire processing shall comply with Memorandum Circular No. 08, Series of 2018, with the general phases of processing attached herewith per Annex "A".

For the smooth transition phase from the practice of walk-in processing to POPS-Direct processing of applications, OFWs will be allowed to walk-in for at least two weeks from the date of official launching of said system.

All other provisions of Memorandum Circular No. 8, Series of 2018 shall remain in effect.

For your information and compliance.

Issued this 15<sup>th</sup> of December 2021, City of Mandaluyong.

  
**BERNARD P. OLALIA**  
Administrator

**CONTROLLED AND DISSEMINATED**  
BY CRD ON DEC 27 2021

## ANNEX "A" : GENERAL PHASES OF DIRECT HIRE PROCESSING

### 1. Direct Hire E-Registration

OFW Account	INSTRUCTIONS
1) E- Registration Sign In	<p>Direct hire applicants who have never registered with the POEA are advised to create their own e-Registration account. Those who have already said electronic account may apply for direct hire by simply clicking the "Direct Hire" button within their e-Registration account dashboard and follow the instructions. e-Registration can be viewed from the POEA website <a href="http://www.poea.gov.ph">www.poea.gov.ph</a>.</p> <p><i>OFW registrants are reminded not to create more than one e-Registration account. The provision of inaccurate information can be subjected with appropriate sanctions based on existing laws, rules and regulations.</i></p>

### 2. Direct Hire Application for Clearance from the Direct Hire Ban (Phase 1 – Evaluation of Documentary Requirements)

A.Phase 1	
<p>1. For the exempted category (MC No. 8, Series of 2018: a. Members of the Diplomatic Corps; b. International Organizations; i.e. United Nations c. Heads of states and government officials with the rank of at least deputy minister)</p> <p>2. For the non-exempted category</p>	<p>OFW to upload Phase 1 documentary requirements. Evaluator will provide Online approval to proceed to upload documents for Phase 2 Overseas Employment Certificate (OEC) Issuance. Applicants are reminded that the submission of fake/altered documents can be sanctioned by applicable laws, rules and regulations.</p> <p>1.OFW to upload Phase 1 documentary requirements. Evaluator to advise online for the OFW to wait for the approval of the request for clearance from the direct hire ban which will be uploaded at the POEA website.</p> <p>2.Request for clearance from the direct hire ban shall be prepared with the checklist of requirements and POEA verification of employer's qualification to directly hire as attachments. This shall be reviewed by the approving authorities. The uploaded documents can be accessed online</p>

	<p>by the approving authorities for reference. The approval of clearance is within a week's time from receipt of complete documents.</p> <p>3. Upon receipt of the approved clearances from the direct hire ban, the evaluator shall proceed to advise OFWs concerned to upload Phase 2 requirements.</p>
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**3. Direct Hire Application for Overseas Employment Certificate (Phase 2 – Evaluation of Documentary Requirements)**

<p><b>B.Phase 2</b></p> <p>For the exempted and non-exempted categories</p>	<p>Once the complete Phase 2 OEC issuance documents are uploaded, the OFWs will be advised to proceed to the nearest POEA Office to present the original copies of employment documents for validation before the OEC is issued. At the POEA head office, the OFW shall proceed first to the OWWA Satellite Office and present the POEA Registration which can be downloaded from POPS-Direct and secure the Pre-Departure Online Seminar (PDOS) certificate for the OEC Issuance.</p>
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**4. Direct Hire Application Guidelines**

For proper guidance on the required documents to be submitted by applicants and for more information about the direct hire policy and documentation of direct hires, kindly refer to POEA Citizen's Charter, MC No. 8, Series of 2018, Advisory No. 38, Series of 2018, Documentary requirements under Overseas Filipino Workers tab and FAQ Direct Hiring: Mga Dapat Malaman (FAQ) under the Questions and Answers at the POEA website [www.poea.gov.ph](http://www.poea.gov.ph).