

<b>FRONTLINE SERVICE:</b>	<b>ISSUANCE OF NEW LICENSE OF RECRUITMENT AGENCIES</b>
<b>OFFICE/LOCATION:</b>	Licensing Branch, 4 <sup>th</sup> Floor
<b>CLIENTS/CUSTOMERS:</b>	Applicants for New License to Operate Recruitment Agencies
<b>DOCUMENTARY REQUIREMENTS:</b>	<ol style="list-style-type: none"> <li>1. Written application for issuance of license</li> <li>2. Applicant Information Sheet for issuance of license</li> <li>3. Proof of business registration and minimum P2 million paid-up capital/capitalization</li> <li>4. Proof of financial capacity <ul style="list-style-type: none"> <li>▪ Bank certificate on savings account deposit showing a maintaining balance of at least P500,000</li> <li>▪ Bank certificate on the remaining balance of the P2 million capitalization</li> <li>▪ Authority to examine bank deposits signed by the authorized signatory of the Agency</li> <li>▪ Individual Income Tax Returns with confirmation receipt of payment for the past two (2) years of the Proprietor or Partners or Board of Directors as the case may be</li> <li>▪ BIR Tax Exemption Certificate, if tax exempt</li> <li>▪ Audited Financial Statements and Corporate Income Tax Returns for the past two (2) years (in case of existing Corporation/Partnership)</li> <li>▪ In case the applicant has Corporate Investor(s) <ul style="list-style-type: none"> <li>- Articles of Incorporation of the Corporate Investor</li> <li>- Board Resolution/Secretary's Certification on Designated Authorized Representative</li> <li>- Audited Financial Statement and Corporate Income Tax Returns with confirmation receipt of payment for the past two (2) years</li> </ul> </li> </ul> </li> <li>5. Proof of marketing capability <ul style="list-style-type: none"> <li>▪ For Landbased Agencies: <ul style="list-style-type: none"> <li>- Special Power of Attorney and/or Recruitment Agreement verified by the Philippine Overseas Labor Office (POLO) nearest the jobsite or authenticated by the Philippine Embassy in case there is no POLO at the jobsite</li> <li>- Manpower request/Job Order of not less than one hundred (100) workers verified by the POLO or authenticated by the Philippine Embassy in the absence of a POLO</li> <li>- Certification from the Pre-Employment Services Office (PSO) that the principal(s) is/are a new market</li> </ul> </li> </ul> </li> </ol>

- Business registration of the principal
- In case the principal is a foreign placement agency:
  - Manpower request of the direct employers addressed to the foreign placement agency verified by the POLO or authenticated by the Philippine Embassy in the absence of a POLO
  - Certification from PSO that the direct employers are new markets
  - License/Registration of the principal to operate a placement agency
- For Seabased Agencies:
  - Special Power of Attorney and/or Recruitment Agreement verified by the Philippine Overseas Labor Office (POLO) nearest the jobsite or authenticated by the Philippine Embassy in case there is no POLO at the jobsite
  - Manning agreement verified by the POLO or authenticated by the Philippine Embassy/Philippine Consulate in the absence of a POLO
  - Crew order request of not less than fifty (50) seafarers verified by the POLO or authenticated by the Philippine Embassy in the absence of a POLO
  - Certification from the Pre-Employment Services Office (PSO) that the principal(s) and vessel(s) are new markets
  - Business registration of the principal

6. Bio-data with two (2) copies of passport size pictures, NBI Clearance (Police Clearance or its equivalent document from country of origin, if foreigner), and Anti-Illegal Recruitment Branch Clearance of the Board of Directors/Partners/Proprietor, Officers and Staff
7. Individual letters of appointment for staff providing specific functions
8. Proof of Bachelor's Degree and three (3) years business experience of the Proprietor/President/Managing Partner or the Chief Executive Officer
9. Certificate of Attendance of the Proprietor/President/Managing Partner or the Chief Executive Officer to the Pre-Licensing Orientation Seminar
10. Proof of publication of notice of application with name of the Proprietor/President/Partners, Incorporators and Officers
11. Contract of Lease or proof of building ownership indicating the office address and office space of at least one hundred (100) square meters
12. Human Resource Development Plan

	<p>13. Notarized affidavit of undertaking per Section 1 (f) for Landbased or Section 1(e) for Seabased of the POEA Rules and Regulations.</p> <p>In case of a corporation, notarized affidavit of undertaking per Section 1 (g) for Landbased or Section 1(f) for Seabased of the same Rules.</p> <p>14. Organizational Chart</p> <p>15. Staffing pattern indicating duties and responsibilities of officers and staff</p> <p>16. For applications presenting Overseas Performing Artists as new market, an affidavit of undertaking of the Proprietor/President/Partner on deployment of other skills</p> <p>17. Other requirements and proofs of sources of investment which may be asked during the panel interview:</p> <ul style="list-style-type: none"> <li>- employment certificate indicating salaries, allowances and other benefits</li> <li>- passbooks/bank statement</li> <li>- proof of loans or mortgaged properties</li> <li>- deed of sale, old and new titles of properties in case of sale</li> <li>- copies of registered properties of the owner, partners or directors</li> </ul>
<p><b>FEES:</b></p>	<p>License Fee of P50,000.00  Filing Fee of P10,000.00</p>

<b>PROCEDURES:</b>	<b>PERSON IN CHARGE</b>
Step 1. Arrange documents in a folder according to the checklist of requirements and submit to the Officer of the Day at Window 9 at Licensing Branch and receive proof of filing. Only applications with complete documentary requirements will be accepted. Wait for ocular inspection of the proposed office.	Officer of the Day
Step 2. Return after five (5) working days to verify the result of evaluation at Window 9 at Licensing Branch. Only authorized representative shall be allowed to follow-up or transact business with POEA.	Officer of the Day
Step 3. If documents are complete and in order, applicant will be scheduled for panel interview. Wait for date and time of interview. If documents are not in order, applicant will receive a copy of notice of deficiency(ies), together with the filed documents for compliance of lacking requirements).	Evaluator
Step 4. Upon receipt of notice of interview, proceed to Window 9, Licensing Branch to get an Order of Payment. Pay the Filing Fee of P10,000.00 to the POEA Cash Division, 5 <sup>th</sup> Floor, POEA Bldg.	Evaluator/ Cashier
Step 5. Proprietor/Partners/Board of Directors to attend the scheduled panel interview. Present original and xerox copy of the Official Receipt as evidence of payment of P10,000.00 filing fee to the Evaluator prior to the interview.	POEA Panel
Step 6. Comply with requirements of the POEA panel of interviewees. If found complete, wait for the approval of application for new license.	Evaluator
Step 7. Upon approval of the application, submit the following: a. Three (3) copies of escrow agreement in the amount of P1 million with bank certification and confirmation of the escrow deposit with an accredited reputable bank b. Original copy of a surety bond in the amount of P100,000.00 together with original copy of the official receipt from a bonding company acceptable to the POEA; bonding company's certificate of accreditation issued by the Insurance Commission and Board Resolution/Secretary's Certificate of the bonding company's authorized signatory(ies). The surety bond shall be co-terminus with the validity of the license and shall include conditions prescribed by POEA.	
Step 8. Get an Order of Payment from Window 9, Licensing Branch and pay license fee of P50,000.00 to the POEA Cash Division, 5 <sup>th</sup> Floor, POEA Bldg.	Evaluator/Cashier
Step 9. Present original and xerox copy of Official Receipt and get the License Certificate.	Evaluator
<b>PROCESS CYCLE TIME:</b>	<ul style="list-style-type: none"> <li>▪ Submission of recommendation for panel interview to the LRO Director forty (40) working hours from receipt of complete documents based on checklist</li> <li>▪ Submission of recommendation for issuance of license to LRO Director thirty-six (36) working hours from receipt of complete requirements based on panel interview</li> <li>▪ Release of license four (4) working hours from receipt of complete post approval requirements from the Agency</li> </ul>