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Overseas  
Employment  
Administration

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**MEMORANDUM CIRCULAR No. 20**  
Series of 2020

**TO : ALL CONCERNED**

**SUBJECT : MANDATORY DECLARATION OF HEALTH CONDITION AND ESTABLISHMENT OF A PUBLIC HEALTH INFORMATION SYSTEM**

**DATE : 03 SEPTEMBER 2020**

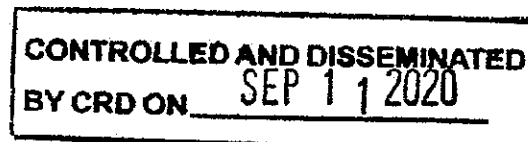
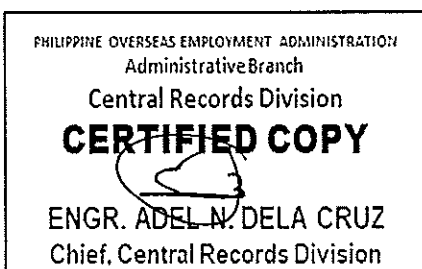
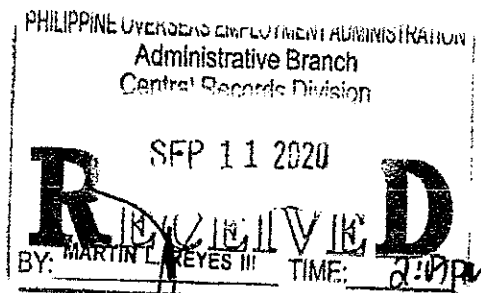
Given the increasing rate of CoVID-19 infection in the country, at 72,269 confirmed cases as of 22 July 2020, it has become imperative that current health control measures provided under Proclamation Nos. 922 and 929, series of 2020, and POEA Memorandum Circular No. 7, series of 2020, must be strengthened.

**HENCE THEREFORE**, pursuant to Republic Act 11332, series of 2018, also known as the "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act", the following health control measures are hereby imposed, for the protection and preservation of public health and welfare, as per attached Annex "A", **POEA Health Protocols**.

This Order ~~takes~~ effect immediately, until revoked.

For strict compliance.

**BERNARD P. OLALIA**  
Administrator



## POEA HEALTH PROTOCOLS

### I. OBJECTIVES:

The policy-objectives of this instrument are as follows:

- 1) Protect Overseas Filipino Workers, personnel of the POEA, and the transacting public from CoViD-19, and all other infectious disease that may arise in the near future, by means of timely detection thereof and the prompt referral of appropriate medical interventions;
- 2) Allow POEA to effect the necessary health controls leading to the re-integration of infected POEA personnel back to the workforce;
- 3) Establish a health management system and database to allow health analytics and share the same with the Department of Health (DOH), the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), and other organizations involved in the control and eradication of the CoViD-19 pandemic and/or any infectious/contagious/transmittable/communicable diseases that may arise in the future.

### II. COVERAGE:

ALL WARMBODY INDIVIDUALS/PERSONS PHYSICALLY APPEARING/ ENTERING/INGRESSING POEA OFFICES/PREMISES shall be required to declare their current/present health condition and previous exposures/travels for a minimum period of 14 days, or more, shall be covered by this Circular.

Included in this policy are POEA's employees (regardless of employment status), Service Contractors, Job Order personnel, security guards, janitorial staff, PEMPCO personnel, concessionaires, OSSCO personnel, Overseas Filipino Workers (regardless of category), OFW applicants, Recruitment Agency officers, liaison officer and other agency personnel.

Foreigners, foreign dignitaries, people with special needs, government employees from other national government agencies/local government units/GOCCs/GOCs/AFP/PNP, and all other visitors to POEA offices/premises, shall likewise be required to render such declaration.

For the POEA Head Office, the driveway waiting area is a public area and shall not covered by the controls prescribed in this instrument.

### III. HEALTH CONTROL GUIDELINES

#### A. MANDATORY HEALTH DECLARATION

- 1) All individuals/persons who shall appear/enter/ingress POEA offices/premises shall mandatorily declare their current health status, including all other health/risk-assessment inquiries raised by the POEA;

2) Individuals/person who shall transact business at the POEA, shall be required to declare their health status every day of visit.

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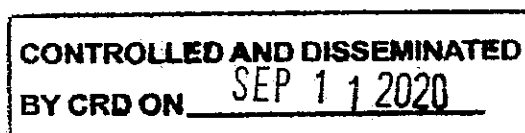
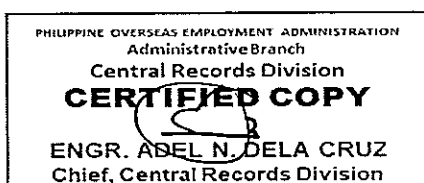
- 3) **"No Health Declaration, No Entry"** policy. Refusal/failure/non-compliance to the directive of mandatory health declaration shall result in the refusal or denial of admittance/entrance/ingress/acceptance into POEA offices/premises, if not outright ejection if the same is already inside POEA offices/premises. Any injury/damage/effect/loss/forfeiture caused by the refusal or denial of entry, shall be on account of the visitor/person concerned;
- 4) Lying/falsifying/ giving false or providing significantly inaccurate health information shall be subject to penalties under Republic Act 11332, series of 2018. If the concerned violator involves any officer/personnel/liason officer of licensed recruitment agencies, the same shall be subject to administrative charges the POEA may impose based on its rules and regulations. Supplying two false/wrong/inaccurate health and/or travel information shall be construed as prima facie evidence. Not filling-up two or more data fields such as name/address/contact details and signature, shall be deemed as non-compliance;
- 5) Individuals/persons interacting/conducting activities at the ground floor driveway waiting area in front of the lobby are not required to declared their health status since said area is a public area not part of the controlled space subject to this instrument. However, if any OFWs/individuals/persons wishes to conduct business/transact at the temporary offices located in said area, the POEA personnel manning said offices shall only accommodate the same upon presentation of a duly accomplished health declaration form;
- 6) Personal activities involving the drop-off/pick-up of purchased items, food and the likes, shall no longer be allowed inside office premises. Such activities shall be limited to the ground floor driveway waiting area, in order to prevent the ingress of individuals/parties/persons with no official business at the Blas Ople Building;

#### **B. GENERAL PROCEDURES**

- 1) Upon arrival at the POEA, the visitor/personnel shall obtain a copy of the POEA Health Declaration Form and fills up the details, if he/she has not already accomplished such form prior, using available online systems;
- 2) The visitor/personnel ques for their temperature reading to be taken by a security guard. The guard informs the visitor/personnel of his/her body temperature and reflects the same on the POEA Health Declaration Form;
- 3) Body temperatures of 37.5 degrees Celsius and above shall require medical intervention;
- 4) Paper health declarations shall be compiled by the security guards and submitted to the HRD the next working day for sorting and encoding.

#### **C. PUBLIC HEALTH INFORMATION SYSTEM AND DATABASE**

- 1) For the purpose, a Public Health Information System shall be established where all health data taken from the transacting public, shall be stored, analyzed, managed and shared with the organizations involved in the control and eradication of the CoViD-19 pandemic, as per Part I, paragraph 3 of this instrument;



- 2) Health information from POEA employees, service contractors, and job order personnel shall be incorporated and stored into the Human Resource Information System (HRIS) of the POEA. The Human Resources Division shall manage said data in assisting and managing the health conditions of POEA personnel and in aid of developing health interventions/developmental programs that will promote the welfare of the same. Health information of POEA personnel shall be retained up to such time that the concerned personnel is connected/employed with this Agency;
- 3) When the necessary ICT infrastructure is available, health information from Overseas Filipino Workers shall likewise be incorporated into the database, stored, analyzed, managed, and shared with the DOH, IATF and other organizations involved in the control and eradication of other infectious disease, other than CoViD-19. The health information from OFWs shall be retained up to a period of 10 years from the date it was taken and subject to Data Privacy protection. Health information of other visitors shall be subject to the same treatment and stored for a period of one year only;
- 4) For the purpose, an Electronic Health Declaration (e-HD) Form shall be used to gather health data. This form as per Annex "A", shall collect basic demographic and contact details of the visitor/personnel, in addition to the health information and travel history for the past 14 days;
- 5) The Health Declaration Form shall primarily be an electronic record and shall be integrated into the following initial channels:
  - a) MyPOEA System - Shall be the main channel available for POEA personnel – regular employees, service contractors and job orders. POEA personnel with assigned MyPOEA Accounts must simply encode the URL of MyPOEA and log into the system using their employee detail and password. Once logged-in, the POEA personnel must answer all relevant questions on the health declaration form and submit.

The health declaration form automatically pops-up when a personnel logs into his/her account. If said form does not pop up, it means that the same has already submitted the form, for that day.

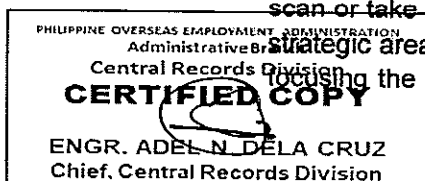
- b) POEA Online Appointment System (POAS) - Shall be the main channel available for external visitors such as officers/liaison officers of recruitment agencies, OFWs, OFW-applicants, employees of other government agencies, and all other private individuals/parties/persons. Foreign dignitaries and citizens of foreign countries, shall likewise use this system.

To access the e-HD Form on the POAS, visitors simply need to open their browsers and visit the POEA website at [www.poea.gov.ph](http://www.poea.gov.ph) and click the link for the POEA Online Appointment System. Upon clicking, fill-up the details of your intended visit/appointment. Then, fill-up the health declaration form, and print your appointment slip, containing your health declaration.

It is understood that the temperature field of the form shall be filled-up upon the day of the visit.

- c) QR Code-enabled Online System – Any visitor who was not able to secure any e-Health Declaration Form ahead of their visit may use the QR Code-enabled Online System wherein a mobile data-capable cellphone phone may be used to access the e-HD and fill-up the same on the spot.

To access the e-HD online using a QR Code, the visitor needs to activate his mobile data and scan or take a picture of the QR Code labelled as POEA Health Declaration Form posted on strategic areas in the ground floor driveway waiting area, and basement parking area. Upon focusing the QR Code, your camera will prompt a message for you to tap said message to



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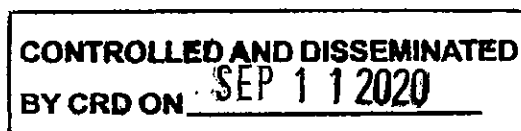
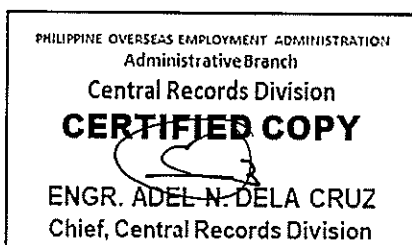
capture the QR Code and launch your browser to the POEA Health Declaration Form. Upon access, fill-in the required fields and submit. Upon submission, show the completed message transaction to the security guard to gain entry/admittance/access.

POEA support personnel such as security guards and janitorial personnel, as well as canteen concessionaires, PEMPCO and personnel of OSSCO-participating offices shall use this channel. The data gathered from this channel shall be retained for a period of one year.

- 6) As a fail-safe, a paper form of the health declaration, shall likewise be available for those who are not entitled to use the mentioned systems and/or those who does not have any mobile-data enabled cellphone. Paper form HDs shall be encoded by HRD and the data retained for a period of one year from the date of acquisition;
- 7) The Directorate may authorize the incorporation of the e-HD Form in additional channels as may be deemed necessary;

**D. CONDITIONS FOR ADMITTANCE/ENTRANCE/INGRESS**

- 1) Any visitor shall be allowed entrance/admittance/ingress into POEA offices/premises when all the inquired health signs/symptoms are cleared, as follows:
  - a) Health Indicators & Travel History:
    - i) A body temperature reading of 37.5 Celsius or more shall result to non-admittance, whether or not all other health signs/symptoms are not present. Even with a negative PCR test result for CoViD-19, a febrile visitor/personnel must be healthy when entering POEA offices/premises;
    - ii) OFWs/Liaison Officers/PRA officers and all other visitors who are febrile shall be requested to seek medical attention and clearance against CoViD-19. The same shall only be allowed entry upon presentation of a medical certificate and/or PRC test result;
    - iii) POEA personnel/security guards/utility personnel who are febrile shall be referred to the agency physician for examination and/or referral to appropriate health facilities. Upon filing of the necessary leave application, sick leaves lasting 3 days of more must be supported by a medical certificate;
    - iv) A combination of two or more "yes" or positive manifestations of health signs/symptoms, shall result to non-admittance. The concerned visitor/person shall be requested to seek medical attention;
    - v) A "yes" or positive reply on the question of overseas travel shall merit non-admittance, because overseas travels should undergo a 14-day quarantine before making visits to public places, unless said visitor/traveler/person has a PCR test result showing the same to be negative of CoViD-19;
    - vi) Local travel serves as benchmarks for contact tracing.



b) Health Mitigation

- i) In the event that a POEA personnel/security guards/utility tested positive for CoViD-19, said person shall be obligated to declare such condition and to automatically consign himself/herself to a quarantine facility. The POEA may refer the concerned person to a quarantine facility or may secure such confinement on his/her own accord but should nonetheless inform this Agency, for coordination purposes;
- ii) Any POEA personnel/security guards/utility, found to have CoViD-19 shall be obligated to cooperate with contact-tracers to track and identify individuals that the former may have come into contact with. Non-cooperation and/or non-declaration shall be meted with the appropriate disciplinary action/s;
- iii) HRD shall conduct the necessary contact-tracing while GSPD shall initiate disinfection procedures of the offices/areas/premises that the infected has come into contact with and/or may have visited in the past 14 days;
- iv) If a CoViD-19 infected person manages to infiltrate POEA offices/premises, the Administrator shall declare an agency health emergency, suspend office work for as long as necessary to complete contact-tracing and disinfection;
- v) POEA personnel/security guards/utility who may have been exposed to the infected shall be obligated by this Agency to present themselves for contact-verification and referred to medical testing, if necessary. The same shall only be allowed to report back to work upon presentation of their latest PCR test results;
- vi) All POEA personnel/security guards/utility found to be CoViD-19 positive shall be able to report back to work upon presentation of their latest PCR test and/or medical certificate/quarantine clearance.

E. REPORT GENERATION

HRD shall generate and submit a regularly monthly health report to the Administrator regarding the health of the workforce and shall include those found to be CoViD-19 positive and the measures undertaken to address their situation.

An emergency health incident report may be generated anytime when a POEA personnel/security guard/utility is found to be CoViD-19 positive.

  
BERNARD P. OLALIA  
Administrator

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