



Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
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Memorandum Circular No. 23  
Series of 2020

TO : All Concerned

SUBJECT : **Guidelines in the Application of the POEA Governing Board Private Sector Representative**

The following guidelines are hereby promulgated to govern the screening and selection of the private sector representative to the Philippine Overseas Employment Administration (POEA) Governing Board.

**A. The POEA Screening and Selection Committee (SSC) and its Functions**

The Screening and Selection Committee (SSC) shall be composed of the following:

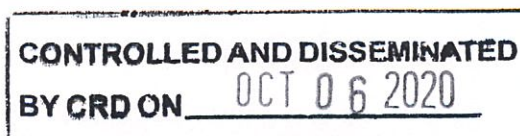
Chairperson : Administrator Bernard P. Olalia  
Vice-Chairperson : Deputy Administrator Jocelyn T. Sanchez  
Members : Deputy Administrator Aristodes R. Ruaro  
Deputy Administrator Villamor Ventura S. Plan  
  
Secretariat : POEA Governing Board Secretary

The SSC shall accept applications and screen the applicants based on the qualification requirements.

**B. Qualification Requirements**

The applicant to be qualified should be well-versed in the field of overseas employment. He/She must submit the following requirements:

1. Accomplished Personal Profile and Qualification Form
2. Highlights of applicant's contributions to the overseas employment program
3. Clearances which should be valid for at least six (6) months
  - a. National Bureau of Investigation (NBI)
  - b. POEA Anti-Illegal Recruitment Branch
  - c. Civil Service Commission (CSC)
  - d. Office of the Ombudsman
  - e. Sandiganbayan



**C. Selection Process**

1. The SSC shall evaluate the applicants' qualifications based on the following criteria and their corresponding percentage point:
  - Significant Contributions to the Overseas Employment Program ..... 40%
  - Work Experience ..... 30%
  - Training ..... 10%
  - Panel Interview ..... 20%
2. The final list which shall consist of three (3) nominees shall be published in a newspaper of general circulation.
3. The same list shall be submitted to the Office of the President.

**D. Term of Office**

The appointed private sector representative shall have a term of office for two (2) years pursuant to Executive Order 247, Series of 1987, "Reorganizing the Philippine Overseas Employment Administration and for other Purposes".

**E. Budget**

The expenses of the SSC shall be charged against the budget of the POEA subject to the usual accounting and auditing laws, rules and regulations.

This Memorandum Circular, which takes effect immediately, supersedes any issuances inconsistent therewith.

  
**BERNARD P. OLALIA**  
Administrator

PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION  
Administrative Branch  
Central Records Division  
**CERTIFIED COPY**  
  
ENGR. ADEL N. DELA CRUZ  
Chief, Central Records Division

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