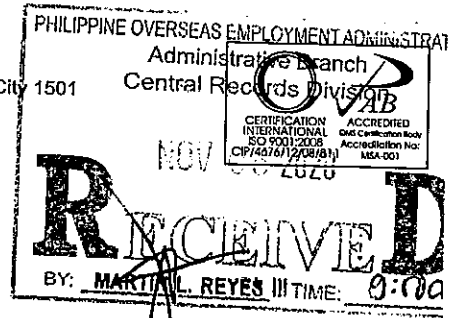




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MEMORANDUM CIRCULAR NO. 17-A
Series of 2020

TO : ALL CONCERNED

SUBJECT: Amended Guidelines for the PSO-Landbased Center's (LBC) Online Appointment System in the Submission of Request for Accreditation/Registration of Principals and Other Transactions

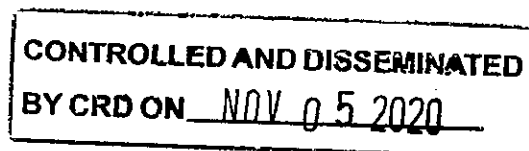
Pursuant to pertinent IATF Resolutions, Civil Service Memorandum Circular 10 Series of 2020 and all applicable guidelines for government personnel during the State of National Emergency due to the Covid-19 Pandemic on alternative work arrangements, support work mechanisms, as well as quarantine and border controls in the Philippines and in countries of destination, while taking into consideration the employment opportunities and welfare of overseas Filipino workers (OFWs), and after due consultation with representatives of the land based recruitment industry, the PSO-Landbased Center procedure relative to the online submission of requests to file for accreditation/registration of foreign Principals and other similar transactions are hereby amended as follows:

I. Accreditation/Registration of Foreign Principals

1. Private Recruitment Agencies (PRAs) shall send their **request for appointment to file** the accreditation/registration of Principals (initial/additional/renewal/revalidation of job order/amendment of JO), through the **POEA Online Appointment System for Landbased Center** which may be accessed through the POEA Website between **8:00AM – 10:00AM** during working days only. The request shall contain the following information which has to be completely and correctly filled in by the filing PRA:

- a. Nature of Accreditation Transaction
- b. Name of the PRA and its authorized signatory;
- c. Jobsite;
- d. Name of Principal;
- e. Details of Manpower Request; and
- f. The name of the authorized representative submitting to POEA (only the named and authorized representative in the request shall be allowed to submit to POEA).

PRAs are likewise reminded to file their online request for their transactions only with the proper Division (**AMERASIA** or **MEAA**). Misfiled requests shall be treated null.



2. A maximum of twenty-five (25) PRAs with two (2) transactions shall be accommodated daily by the appointment system. PRAs who cannot file on their chosen date may seek appointment on other dates available.

Awardee PRAs may file through the same appointment system but shall not be subjected to the limit set for regular PRAs.

3. The list of PRAs submitting for the day shall be posted at the Liaison Officers Lounge. The PRA submitting through the appointment system shall file their request, through their POEA Licensing Branch acknowledged employee/representative named in the request for appointment, at the 2nd Floor LBC receiving counter between **8:00AM – 10:00AM** only. The assigned date for submission cannot be moved to another date and **no requests for re-scheduling shall be entertained if the same did not pass through the appointment system.**

4. The received transaction request shall be assigned to an LBC officer who shall acknowledge through a dialogue box within the same appointment system the receipt of the request. The same LBC officer shall communicate and respond to the PRA's queries, provide status of the transaction, clarify concerns or provide notice of compliance(s), if any.

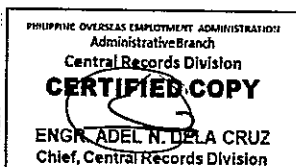
5. Issues and concerns or requests for consideration that require legal opinion or management decision shall be elevated to the appropriate body/office and the PRA shall be informed of actions taken.

II. Evaluation and Validation of Employment Contracts Prior to Processing by PRAs for HSW, Low/semi-skilled female workers (LSFW), Overseas Performing Artists (OPAs), Drivers for the Middle East, and Request for Cancel/Reinstatement of OECs

1. The above process shall likewise pass through the online appointment system for the landbased industry. The received transaction request shall be assigned to an LBC officer who shall acknowledge through a dialogue box within the same appointment system the receipt of the request. The same LBC officer shall communicate and respond to the PRA's queries, provide status of the transaction, clarify concerns or provide notice of compliance(s), if any.

2. The following information must be filled up in the fields for the appointment system in connection with this process:

- a. Name of PRA and authorized signatory
- b. Name of Principal
- c. Name of employer
- d. Name of worker
- e. Jobsite
- f. Nature of Request
- g. Name of authorized representative to submit the documents



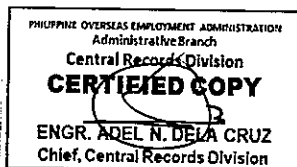
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3. Thirty (30) PRAs are allowed to submit ten (10) requests per day.
4. PRAs whose requests for evaluation have been released/returned for compliance(s) shall re-file their request via the same appointment system and be treated as a new request for evaluation.
5. Upon completion and satisfactory compliance with the requirements the filed request for evaluation and validation, the LBC evaluator shall allow through the system the PRA to proceed to payment and print the OEC of the worker. The set of evaluated documents shall be released to an authorized representative of the PRA.

This Circular takes effect immediately and other provisions of Memorandum Circular Nos. 11 and 11-A, 17, Series of 2020 not covered by this Circular shall be remain in full force and effect, while provisions contrary hereto are deemed amended.

For strict compliance.


BERNARD P. OLALIA
Administrator



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