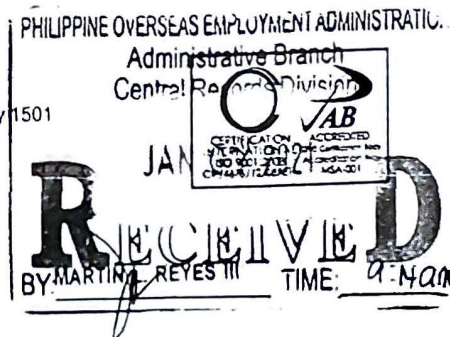




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
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Hotlines: 722-1144, 722-1155



ADVISORY NO. 02
Series of 2021

NEW FILING PROCESS AT THE LICENSING BRANCH

In an effort to better streamline existing licensing processes and in the interest of service, this Administration hereby implements a new filing process at the Licensing Branch. The following modified process shall be adopted in filing of applications for all license-related requests, all branch office-related requests, transfer of office, additional office space/giving up and acknowledgment of agency officers and staff, including Liaison Officers and other personnel related movements.

This Advisory hereby amends and/or modify Advisory Nos. 64 and 65, Series of 2020. Provisions of the aforementioned Advisories not consistent with this Advisory shall be considered repealed.

PROCEDURE FOR FILING OF APPLICATION

A. COLOR CODED FOLDER

1. To further improve the physical handling of the various requests, Licensing Branch shall implement the **color-coded press board expandable folders** of Applications being submitted to its office. Designated colors are as follows:

Type of Application	Folder Color
• Issuance of Provisional License/Branch Authority	RED
• Extension of Provisional License	YELLOW
• Upgrading of Provisional License to Full Term	ORANGE
• Renewal of License/Branch Authority	GREEN
• Change Management / Acknowledgement of New Partners or Members of the Board of Directors	PURPLE
• Change of Business Type (Sole Proprietorship/ Partnership to Partnership/ Corporation)	BLUE
• Closure of Main Office/Branches	BROWN
• Escrow and Paid- Up Capital Related Requests	WHITE
• Other request (Change Name, SEC Endorsement, etc.)	PINK



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2. All application folders must indicate the type of application and the name of the agency in the format below. Please use **Arial Font Size 20**.

<p>LANDBASED/SEABASED</p> <p>TYPE OF APPLICATION</p> <p>Name of Agency</p> <p>Official Email Address</p> <p>Official Landline Number</p>

3. All documentary requirements relative to the agency's type of application must contain proper **TABS** and arranged in accordance with the Checklist of Requirements.
4. Applications with folders not in its assigned color and without proper tabs shall not be picked up from the drop box. Applications not picked up from the drop box are NOT acknowledged and will be considered RETURNED.

B. SUBMISSION

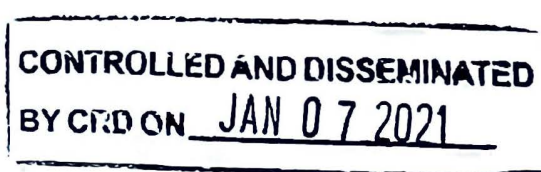
1. **Drop Box.** All applications must be submitted thru the designated drop box located at the POEA Lobby. **Email submission of applications is no longer necessary.**

Each drop box contains receiving ticket with control number which shall be accomplished in duplicate copies by the agency's representative wherein one copy shall be attached to the submitted folder/document/s while the other copy shall serve as proof of its submission.

2. **Courier or Registered Mail.** Agencies whose registered office are located outside Metro Manila may send their application via courier or registered mail.
3. Applications shall be evaluated for its completeness and compliance with the 2016 POEA Rules and Regulations and other related issuance. If documents are incomplete and not compliant, a Notice of Compliance (NOC) shall be issued to the applicant thru official email and the application shall be returned without prejudice to re-filing.

C. FOLLOW – UP / REQUEST FOR CONFERENCE

1. Follow-ups may be done thru telephone or email only. Email addresses relative to specific type of application are enumerated in Advisory No. 64 and 65, Series of 2020.



2. The Applicant may request an appointment schedule for a face-to-face conference with their assigned Evaluator to discuss/clarify the result of the evaluation with the agency's representative. Only those with scheduled appointment for conference shall be entertained.

D. RELEASING OF DOCUMENTS

1. Documents for release shall be posted at the Liaison Lounge located at the Seabased and Landbased Center.
 - 1.1 Releasing of Acknowledgement of Liaison and L. O. Identification Card shall only be every Tuesday and Thursday 9:00 am to 12:00 pm.
 - 1.2 Releasing of Certificate of Attendance to the Pre-Licensing Orientation Seminar (PLOS) shall only be every Monday, 9:00 am to 12:00 pm.
 - 1.3 Releasing of Requests for Acknowledgment of Personnel and Certification / Certified True Copy of License shall only be every Monday, Wednesday, Friday 9:00 am to 12:00 pm.

Further, all licensed landbased and seabased agencies are directed to support the changes in the above processes in order to facilitate action on their applications and avoid unnecessary delays on the proper evaluation/review of all requests and/or transactions at the Licensing Branch.

This Advisory shall take effect on 01 January 2021.

For strict compliance.

Issued this ____ December 2020.


BERNARD P. OLALIA
Administrator



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