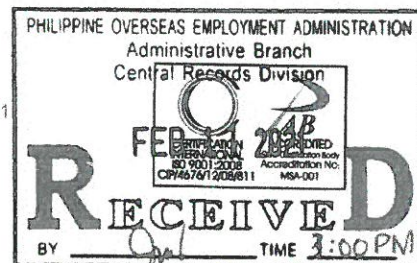




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
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Hotlines: 722-1144, 722-1155

Advisory No. 26
Series of 2021



Guidelines on Reporting of Accommodation House/Housing Facilities of Private Recruitment Agencies Deploying Household Service Workers

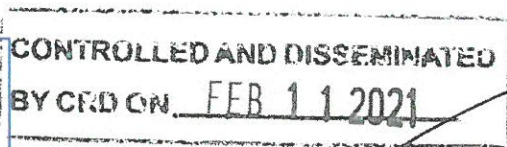
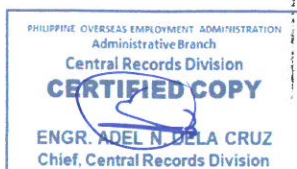
Further to the Memorandum Circular No. 30, Series of 2020 directing all licensed landbased agencies deploying household services workers to report their accommodation house/housing facilities, the following guidelines are hereby provided:

1. All concerned PRAs must report the existence of their accommodation house/housing facilities to the Licensing Branch with the requirements as stated in the Memorandum Circular No. 30, Series of 2020, not later than **30 April 2021**.
2. The report must be submitted thru the designated drop box located at the POEA lobby, marked "Accommodation House/Housing Facilities". The documents must be fastened in Pink folder with label in the following format using Arial Font Size 20:

ACCOMMODATION HOUSE
Name of Agency
Official Email Address
Official Landline Number

3. Email submission may no longer be necessary. Though, follow-ups and updates on the report and the submission of videos of the facility may still be coursed through the email address **accommodation.house@poea.gov.ph**.
4. The POEA will keep track of the information being provided by the PRAs for records and monitoring purposes.
5. Any change of information on the accommodation house/housing facilities due to additional facility, transfer or closure of the facility, change of the name of person or caretaker/house manager in charge of the facility, and all new facilities which will be put up in the future or after 30 April 2021, must be reported to the Licensing Branch within **fifteen (15) working days** from the date of such change/putting up of the facility.
6. The POEA thru the Licensing Branch will issue an acknowledgement letter to the PRA on the reported existence or change of details/information of its accommodation house/housing facilities.
7. The accommodation house/housing facility is exclusive of the registered office space of the PRA. Should the PRA allow a portion of its registered office space to be utilized for accommodation house/housing facility purpose, such must be properly reported to the Licensing Branch for assessment on its remaining office space pursuant to Section 9, Rule II, Part II of the 2016 POEA Revised Rules and Regulations.

For strict compliance.



BERNARD P. OLALIA
Administrator