



Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501  
Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



ADVISORY NO. 24  
Series of 2016



In line with the implementation of the Mandatory Online Pre-Employment Orientation Seminar (PEOS ONLINE) for agency-hired workers per Memorandum Circular No. 02, Series of 2016, all landbased recruitment agencies are reminded to upgrade their e-Submit system from Version 4.2. to 4.3 or Version 4.1 to 4.4. Starting **June 15, 2016**, the PEOS Certificate number shall be required by the e-Submit system for contracts processing of domestic workers. Failure to upgrade will cause the e-Submit system to reject the Request for Processing and processing of contract will not proceed.

For inquiries, please contact the following

- **PEOS Online Modules and verification of PEOS completion**

WORKERS EDUCATION DIVISION  
(02) 722-1185 / 722-1196 (telefax)  
wed@poea.gov.ph

- **Technical assistance on the e-Submit Contracts Processing Center**

INFORMATION AND COMMUNICATIONS TECHNOLOGY BRANCH  
(02) 727-7778 / 721-9496 (telefax)  
ictbranch.poea@gmail.com / poea\_ict.branch@yahoo.com

APOLLO TECHNOLOGIES, INC.  
(02) 439-9762 to 64  
esub@apollo.com.ph

For the information and guidance of all concerned.

  
HANS LEO J. CACDAC  
Administrator

