



ADVISORY No. 61
Series of 2020

Request for Certification of No Pending Case/Track Record

Pursuant to Republic Act No. 11469 otherwise known as the “Bayanihan to Heal as One Act”, the President is authorized to exercise powers that are necessary and proper to carry out the tasks needed to mitigate, if not contain, the transmission of COVID-19 and its adverse effects to the lives of Filipinos. Further, the Inter-Agency Task Force Resolution No. 37, Series of 2020 issued on May 15, 2020 placed transitioning high-risk provinces, HUCs, and ICCs, under Modified Enhanced Community Quarantine (MECQ) until May 31, 2020.

DOLE Administrative Order No. 213, Series of 2020, directed all government offices to formulate and issue pertinent guidelines to implement their respective procedures and processes.

As part of our continuing effort to help prevent the spread of the COVID-19 virus, access to **window transactions** at the **Legal Research Docket and Enforcement Branch (LRDEB)** will be limited to **three (3) persons at a time**.

Letter-requests for the Certification of No Pending Case for Employers and Private Recruitment or Manning Agencies and/or Track Record may be coursed through e-mail at **lrdeb_poea@hotmail.com** or thru personal submission at the Docket and Enforcement Division window counter. You may follow-up your request through landline: 02-87221145.

For this purpose, you are hereby instructed to submit the following:

1. **Letter Request** with a statement of the purpose;
2. **Special Power of Attorney** (for new applicants/local agents with expired accreditation);
3. **Notice of Deficiency**, if applicable;
4. Any other person or entity requesting for a Certification which is not for the purpose of accreditation or renewal of license must submit a **written consent** of the Agency or Employer to the issuance of certification in accordance with the Data Privacy Act, **except** for government agencies/offices;

For the information and guidance of all concerned.


BERNARD P. OLALIA
Administrator