



ADVISORY NO. 67 **Series of 2020**

CASE INQUIRIES AND CONDUCT OF HEARINGS BEFORE THE ADJUDICATION OFFICE

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.

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.

In order to avoid health risks to our clientele and personnel presented by the spread of COVID-19, we shall limit face-to-face interaction, by adopting the following measures in providing our services to our clients:

1. Follow-up of status and queries of cases pending at the Adjudication Office shall be made thru phone call or online via electronic mail only.
2. Affirmation of Affidavit of Desistance/Recantation/Withdrawal by the party/ies shall be made by appointment with the Branch concerned.

You may call or send your requests for follow-up/queries or appointment at the following telephone numbers and email addresses:

Recruitment Regulation Branch (phone no.) **8-722-1180**
(email) **poea.rrb@gmail.com**

Adjudication Branch (phone no.) **8-722-1148**
(email) **adjubbranch01_poea@yahoo.com**

3. Conduct of hearings shall still proceed through personal appearance before the Hearing Officer but strictly on appointment or pre-scheduled-hearing basis, subject to compliance on social distancing measures. Appearance during scheduled hearings shall be limited to the litigants and counsel of the case.

4. For filing of pleadings, motions, and service of Orders/Notices, the parties are advised to refer to Memorandum Circular No. 10, Series of 2020 for guidance and instructions thereof.

For information and guidance of all concerned.



BERNARD P. OLALIA
Administrator

May 29, 2020