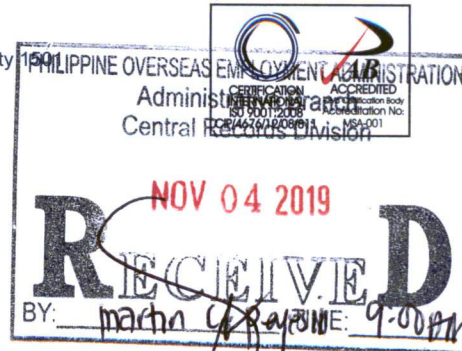




Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1901  
Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



ADVISORY NO. 34  
Series of 2019

In accordance with the quality policy objectives of the International Organization for Standardization (ISO) 9001:2015, the Repatriation Unit was evaluated as noncompliant with the Standard Process Cycle Time of ten (10) working days for the issuance of the Notice to Repatriate. The delay rooted from the late receipt of the said Notice by the Licensed Recruitment Agencies' authorized representative(s).


To clearly define the process on the efficient and timely issuance of the Notice to Repatriate, it shall be sent via electronic mail (e-mail) instead of the physical mail that is usually sent to the Philippine Recruitment Agencies (PRAs). Once the e-mail has been sent, the Notice is considered received by the PRA. This would ensure that the 48-hour/15-day period in processing the documents for the repatriation of distressed Overseas Filipino Workers (OFWs) will be promptly done.

In this regard, all Licensed Recruitment Agencies are required to submit an official e-mail address or update an existing one. The official e-mail address should be submitted to the Repatriation Unit not later than 8 November 2019.

If the PRA fails to conform, the Repatriation Unit will use the official e-mail address of the PRA recorded at the Licensing Branch.

Please be informed that the new process shall take effect on 18 November 2019.

For strict compliance.

  
BERNARD P. OLALIA  
Administrator

CONTROLLED AND DISSEMINATED  
BY CRD ON 04 NOV 2019