



ADVISORY No. 65 *Series of 2020*

Online and Streamlined Process for Application of Provisional License

In an effort to better streamline existing licensing processes and contain the spread of Covid-19 among all its publics who are queuing at the transactional windows/counters of the Licensing Branch, Licensing and Regulation Office, as well as ensure the welfare and protection of its publics, the online application for issuance of provisional license shall be adopted.

- A. All applicants are mandated to submit their applications at the Licensing and Evaluation Division (LED), Licensing Branch (LB), thru:

EMAIL ADDRESS : license_issuance@poea.gov.ph
SUBJECT : Issuance of Provisional License (space) Name of Agency

Submitting application with carbon copy (CC) and blind carbon copy (BCC) to other LED email addresses is highly discouraged. Email application with CC or BCC to other LED email accounts shall not be acted upon.

- B. Documents must be uploaded in PDF format and labeled by folder which must be arranged in accordance with the checklist of requirements herein referred as (Annex "A").
- C. The applications shall be evaluated for completeness of documents per the checklist of requirements and in compliance with the Revised POEA Rules and Regulations.
1. If documents are incomplete, a Notice of Compliance (NOC) shall be issued to the applicant thru email and the application shall be returned without prejudice to re-filing.
 2. If documents are complete, the evaluation and review of the application shall proceed and the applicant shall receive thru email an Order of Payment for the filing fee of application for provisional license and a notice to submit the original documents via the following methods:
 - a. *Designated drop box located at the POEA lobby.* Applicants shall be provided with schedule of appointment that serves as a pass to enter the POEA premises. Each drop box contains receiving ticket with control number

which shall be accomplished in duplicate copies by the applicant's representative wherein one copy shall be attached to the submitted folder/document/s while the other copy shall serve as proof of its submission; *or*

- b. *Courier or Registered Mail.* Copy of the advice to submit documents must be attached to the folder.
3. The documents submitted via the aforementioned methods shall be compared to the emailed documents for verification. In order to expedite the evaluation, review and approval of applications, and to minimize the issuance of NOC, all applicants are advised to submit original copies of documents. Documents with scanned signature shall not be honored.
4. The Evaluator may schedule the date and time to discuss or clarify the result of the evaluation with the applicant's representative. This can be done thru email, telephone call, video/teleconferencing, general appointment system, or any mode acceptable to both parties.
5. After the documents have been verified, the Evaluator shall schedule the applicant for a Panel Interview.

D. Conduct of *Panel Interview*

1. The Panel Interview shall be conducted every Tuesday and Thursday via available videoconferencing platform or at a specified venue, when allowed.
2. The Proprietor/tress, Partners, President of the One-Person Corporation, and members of the Board of Directors, including the major stockholder/s must be present at the videoconference or at the specified venue, when allowed.
3. The applicant shall receive thru email a schedule of panel interview together with the Meeting ID if thru videoconference, or at a specified venue, when allowed.
4. All pertinent documents supporting the applicant's application must be available during the videoconference or at the specified venue, when allowed, for smooth conduct of panel interview.
5. The Members of the Panel shall ascertain whether the applicant possesses the qualifications and has fulfilled/complied with all the requirements set forth by the POEA Rules.
6. If qualified, a Notice to Comply with the Post-Qualification Requirements will be sent to the applicant's email address.

E. Conduct of *Pre-Licensing Orientation Seminar (PLOS)*

1. Pursuant to Governing Board Resolution (GBR) No. 06, Series of 2019 and Memorandum Circular (MC) No. 05, Series of 2019, the following are required to attend the PLOS:
 - a. Sole Proprietor/Proprietress;
 - b. Managing Partner;
 - c. President;
 - d. Chief Executive Officer;
 - e. Operations Manager;
 - f. Members of the Board of Directors (exempted if there is proof that he/she had previously attended PLOS); and
 - g. Branch Managers
2. The PLOS shall be conducted every first and third Mondays of the month via available videoconferencing platform or at a specified venue, when allowed.
3. Applicants shall register by filling out the PLOS form at:
<https://forms.gle/M6ecKzudSF26BQXN8>
 - a. The PLOS Form must be properly accomplished by the applicant.
 - b. Copy of Identification Card and 2x2 ID picture must be uploaded. Forms without uploaded ID and 2x2 picture shall not be acted upon.
 - c. Applicants shall receive a reply acknowledging receipt of the form together with the Order of Payment which shall serve as a pass to enter the POEA premises.
 - d. Payment shall be made at the POEA Cash Division.
 - e. A scanned copy of the Official Receipt (O.R.) must be sent to:

EMAIL ADDRESS : evaluation.licensing@poea.gov.ph
SUBJECT : PLOS Payment (space) Name of Participant
 - f. Upon receipt thereof, the applicant shall receive thru email a confirmed schedule with the Meeting ID if thru videoconference, or at a specified venue, when allowed, together with the learning modules.
 - g. A scanned PLOS Certificate shall be sent to the applicant's email address with a notice of schedule to pick up the original copy of PLOS Certificate.
 - h. PLOS Certificate shall be released upon submission of the copy of the O.R.

F. Maintaining of Escrow Deposit and Paid-Up Capital/Capitalization

1. All matters relating to Escrow Deposit and Paid-up Capital/Capitalization must be sent to:

EMAIL ADDRESS : evaluation.licensing@poea.gov.ph
SUBJECT : Escrow Deposit (space) Name of Agency
Paid-up Capital (space) Name of Agency

2. A licensed recruitment/manning agency shall maintain an escrow deposit in the minimum amount of One Million Pesos (Php1,000,000.00); and a paid-up Capital/Capitalization in the amount of Five Million Pesos (Php5,000,000.00).
3. Submission of Bank Certificates/Documents pertaining to Escrow Deposit shall not be considered full compliance unless verified by the bank.
4. Original copy of SEC Certificate of Corporate Filing must be submitted thru designated drop box located at the POEA lobby, courier or registered mail.
5. In the event that the agency voluntarily surrenders its license or has not renewed its license, the escrow deposit shall be released upon compliance with the submission of the requirements set forth under Section 19, Rule II, Part II of the Revised POEA Rules and Regulations.

G. Post-Qualification Requirements

1. After having fully complied with all documentary requirements, including the requirements of the POEA Panel, the applicant submits all post-qualification requirements. The application goes through the process of inspection to determine its compliance with the required office space, facilities and equipment. The applicant shall notify the Account Officer of its readiness for inspection.
2. Upon compliance with all the post-qualification requirements, the applicant shall receive thru email an Order of Payment for the provisional license fee and a notice of schedule to claim its license and required POEA sticker and posters from the Licensing Branch.

Further, all applicants are directed to support the changes in the above process in order to facilitate action on their applications, decongest the transactions at the counters and for the safety of everyone. It is emphasized that the NO APPOINTMENT, NO ENTRY Policy shall be strictly observed for all the licensing processes.

In order to fast track action on the applications, it is very important for applicants to provide the POEA of its official email address, contact numbers, and name of its authorized representative and his/her mobile number to facilitate communication with

the agency, particularly on the repatriation of workers and other matters pertaining to the welfare and protection of our Overseas Filipino Workers. Please provide such details in your application forms thru email at license_issuance@poea.gov.ph

This issuance shall take effect on the date following the lifting of the Modified Enhanced Community Quarantine (MECQ) transitioning to General Community Quarantine (GCQ).



BERNARD P. OLALIA
Administrator

26 May 2020