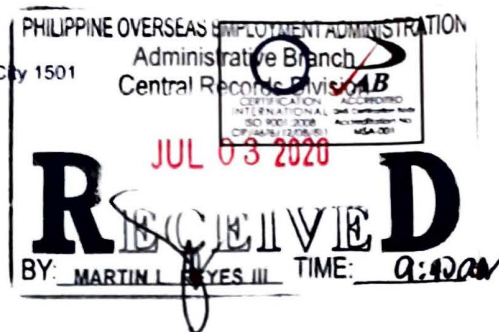




Philippine  
Overseas  
Employment  
Administration

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. 90  
Series of 2020**

In view of the Covid-19 pandemic, the ocular inspection/assessment of landbased and seabased agencies, including applicant-companies, undertaken by the Inspectorate of the Licensing Branch and the POEA Regional Offices have been temporarily suspended effective upon the imposition of the Enhanced Community Quarantine on the National Capital Region, the entire Luzon and other parts of the country.

Ocular inspections are regularly conducted on agencies that are renewing or upgrading their licenses, transferring offices, acquiring additional office space, giving up of office area, or are applying for the issuance of license, establishment or renewal and transfer of branch office, among others. The activity aims to determine the agencies' compliance with facilities, equipment and operational requirements of the Administration.

Instead of the ocular inspections prior to the renewal of licenses and above-named applications, the agencies are instructed to submit the following post-inspection requirements:

1. Photos of the Building (frontage/facade);
2. Copy of valid contract of lease;
3. Photos of the exact unit/door occupied by the agency;
4. Photos and videos of the entire office lay-out including areas/offices located inside its premises such as the reception/waiting area, executive office, conference room, as applicable;
5. Photos of postings of the POEA door sticker, *Kaukulang Bayad poster*, agency signboard, POEA license, organizational chart and the Anti-Illegal Recruitment Campaign posters;
6. Inventory of office facilities and equipment; and
7. Copy of the previous POEA Inspection Report.

Agencies are directed to email said documents at **licensing@poea.gov.ph** with the subject format **Name of Agency (space) Post-Inspection Requirements**. Hard copies must also be submitted at designated drop box labelled **Post-Inspection** located at the POEA Lobby.

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BY CRD ON JUL 03 2020

It is emphasized that the validation of the submitted documents will still be carried out at the agency's registered address. This will be done as soon as the temporary suspension of inspection operations is lifted. Such is without prejudice to the imposition of suspension of documentary processing, should the agency fail to comply with post-inspection requirements as validated during the actual inspection/assessment process.

The temporary suspension of inspection/assessment activities remain in effect until further notice.



BERNARD P. OLALIA  
Administrator

\_\_ June 2020

CONTROLLED AND DISSEMINATED  
BY CRD ON JUL 03 2020