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.
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.

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