



Philippine
Overseas
Employment
Administration

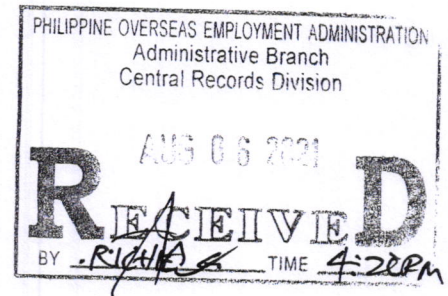
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**ADVISORY NO. 103
Series of 2021**



TO : ALL CONCERNED

SUBJECT : Pre-Employment Services for Landbased Workers and Seafarers at the Philippine Overseas Employment Administration (POEA) Main Office during the Enhanced Community Quarantine (ECQ) for the period 06 - 20 August 2021

Consistent with the directive contained in IATF Resolution No. 130-A, Series of 2021 dated 29 July 2021 placing the National Capital Region (NCR) under the Enhanced Community Quarantine (ECQ) from 06 August 2021 to 20 August 2021, the following are the Pre-Employment Services at the POEA Main Office to be adopted during the said period:

I. DIRECT HIRE ASSISTANCE

1. To ensure the safety and convenience of workers seeking exemption from the Direct Hire Assistance Division (DHAD), the following will be adopted during the ECQ:
 - a) Appointment for *Phase 1*. The Direct hire assistance will only operate on a by appointment system. Direct hire applicants must initially submit the Phase 1 requirements through email address: DirecthirePhase1Eval@poea.gov.ph for pre-evaluation. Only fifteen (15) clients will be accommodated per day for the Phase 1 process and only those with complete documents will be given an appointment to present/ submit the original and photocopy of the requirements for the request for clearance from the direct hire ban. Direct hire applicants whose employers are not qualified based on Memorandum Circular No. 08, Series of 2018 will receive a notification. Appointments shall be from Monday to Friday strictly from 8:00 A. M. to 11:00 A. M. only.
 - b) Queuing numbers will be issued to direct hire applicants who have employment contracts for initial evaluation or for PDOS and OEC issuance. A DHAD staff will be assigned to monitor the number of applicants inside the DHAD lobby as follows:

**CONTROLLED AND DISSEMINATED
BY ORD ON AUG 06 2021**