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:
c) *Phase 2.* Direct hire applicants for Phase 2 processing will be scheduled once their clearance from Phase 1 is posted at the POEA website at [www.poea.gov.ph](http://www.poea.gov.ph). The schedule of their appointments shall be given to the guards on duty for monitoring purposes. No appointment, No entry policy will be strictly observed.

d) *Online Information for Direct Hire Applicants.* Documentary requirements for qualified direct hire applicants are can be accessed at the POEA website [www.poea.gov.ph](http://www.poea.gov.ph) under Overseas Filipino Workers: Documentation of Direct Hire Professionals or Overseas Filipino Workers: Documentation of Direct Hire Household Service Workers.

II. **PROCESSING OF OECs FOR BALIK MANGGAGAWA /RETURNING WORKERS**

1. **Processing of Overseas Employment Certificates (OECs) for returning workers or Balik- Manggagawa (BMs).** The Balik Mangagawa Processing Division (BMPD) at POEA Main Office and other POEA Offices whose areas are under ECQ shall continue to operate with a skeletal workforce and with strict observance to minimum health protocols. It will only accommodate and process the issuance of an OEC the following:

   a) Returning workers who had already secured an appointment date from 06 August 2021 to 20 August 2021.

   b) Returning workers who have confirmed flight schedules as evidenced by plane tickets/booking certificates from August 6 to 25, 2021. They shall be accommodated during the said period regardless of the appointment date that they availed.

   c) Appointment slots will again be available starting 23 August 2021.

Returning workers who are seeking appointment schedule with the Balik-Mangagawa Processing Division (BMPD) are hereby advised to check the [http://onlineservices.poea.gov.ph](http://onlineservices.poea.gov.ph/) for the availability of appointment slots. For further inquiries, the Balik-Manggagawa Processing Division (BMPD) can be reached at telephone number: 87210785 or email at: bmpd@poea.gov.ph
III. LANDBASED CENTER ACCREDITATION AND PROCESSING

2. Licensed Landbased Recruitment Agencies' (LRAs) applications for initial, renewal, upgrading, extension of principal accreditation and evaluation of employment contracts already received and pending for evaluation, review, and approval will be acted upon during the ECQ period.

3. Landbased Accreditation and Contract Processing

   a) New applications for principal accreditation with the Landbased Center is hereby suspended until further notice.
   b) Manual contract processing with the Landbased Center shall only be limited to those with expiring visas and scheduled flights during the ECQ period.
   c) Contract processing for landbased worker shall only be allowed through the POEA Online Processing System-Landbased (POPS-LaB).
   d) New application from agencies to deploy their in-house processing through the POPS-LaB is likewise suspended.

4. Renewal, Upgrading and Extension of Landbased Principal Accreditation

The Principal Accreditation of Licensed Landbased Recruitment Agencies (LRAs) affected by the enhanced community quarantine orders whose expiration fall during the period of 06 August 2021 to 20 August 2021, shall automatically be given an extension of thirty (30) days and will be allowed to file their application for renewal, upgrading or extension upon the lifting of the total lockdown and enhanced community quarantine status.

The extension of accreditation shall not be interpreted as exemption from existing or subsequent issuances relevant to restrictions for deployment in the Philippines or restrictions of entry in countries of destination.

5. Reiteration of Advisory No. 6, Series of 2021 on the revalidation of OECs which expired during the ECQ.

6. Expiring visas and other urgent requests. New applications for evaluation of employment contracts will be acted upon if with expiring visas or if the attending circumstances of the request are deemed urgent and pressing by the Landbased Center.

IV. SEABASED CENTER ACCREDITATION AND PROCESSING

7. Seabased In-House Processing Facility

Licensed Manning Agencies (LMAs) are required to make use of the in-house online processing facility or the POEA Online Processing System for Seabased (POPSEA) in processing, paying the required fees and obtaining the OEC of the seafarer prior to
deployment. Thus, LMAs are advised to make sure that they have sufficient Landbank fund balance.

8. LMAs can replenish or **pre-purchase the manual** OECs only from August 2 to 5, 2021 but have to ensure that the required documents are submitted to the SECPD.

Manning agencies deploying fishers may be allowed to purchase manual OECs in accordance with their expected number of deployment during the period of the ECQ subject to SECPD requirements.

9. **Processing of Watchlisted Seafarers and Fishers**

a) If the seafarer is watchlisted, the LMAs should ensure that the contract details of the seafarer are properly encoded using the POPS-Sea and secure the needed clearance from the POEA Adjudication Office. After which a copy of the SIRB page with entries and stamp signed by the authorized agency representative, one-page covering employment contract duly signed by both parties, Certificate of Cover, and properly filled up Request For Processing (RFP) form shall be submitted to rbalberde@poea.gov.ph for evaluation and clearance to pay through Landbank. LMAs are advised to complete the process cycle to ensure the employment record of the processed seafarer has been captured in the SB database.

b) For fishers, LMAs should ensure that the contract details are properly encoded using the POPSEA. After which a copy of the SIRB page with stamped and corresponding entries duly signed by the authorized agency representative, one-page covering employment contract duly signed by both parties, Certificate of Cover, and properly filled up Request For Processing (RFP) form shall be submitted to rbalberde@poea.gov.ph for evaluation and clearance to pay through Landbank. LMAs are advised to complete the process cycle to ensure that the employment record of the seafarer is reflected in the SB database.

In case of the unavailability of payment for OWWA membership fee through Landbank payment, the LMAs may pay at the OWWA Cashiers located at the Airport before or within the day of deployment.

Receiving of online transactions will be from 8:00 AM to 4:00 PM during regular work days (Monday to Friday) only. The process cycle time is four (4) working hours.

10. **Cancellation of Seafarer Employment Contract**

Requests for cancellation of seafarer’s employment contract shall still be done through online. LMAs shall submit the soft copies of the required documents in accordance with Memorandum Circular No. 4, Series of 2017 to mberiber@poea.gov.ph from 8:00am to 4:00 pm during regular work days (Monday
to Friday) only. Process cycle time is three (3) working days upon receipt of complete documents.

11. Onboard Processing

The drop box system will be continuously adopted and a special box will be allocated outside the Center. The appointment schedule of LMAs to transact at the SB Center as defined in the Memorandum Circular No. 11, Series of 2020 will still be observed.

LMAs shall ensure that the corresponding fee/s must be paid first prior to submission of said request at the designated POEA Cashiers. Availability of the cashiers will be announced later.

The process cycle time is five (5) to seven (7) working days upon receipt of complete documents. The SECPD shall advice the concerned agency if their request is ready for release.

12. Seabased Principal Accreditation

Applications for principal accreditation before the Seabased Employment Accreditation Division (SEAD) are hereby suspended until further notice.

The SEAD shall only accept and facilitate online applications with urgent requests upon submission of the seafarer’s booking certificate and principal’s confirmation together with the other documentary requirements for the following transactions: enrollment of vessel/s, amendment of vessel details, inclusion of shipowner in the contract, change address of principal, cancellation of principal/vessel and enrollment of additional position/s. LMAs may submit their applications from Monday to Friday from 8:00 am to 5:00 pm only.

LMAs should submit soft copies of the request letter together with the other documents in the official email address of the SEAD at sbreg@poea.gov.ph. The process cycle time is 5 to 7 working days upon submission of the complete documentary requirements.

All documents submitted via online shall now be considered final and official. Hence, submission of the original documents shall no longer be required.

13. Extension of Renewal and Provisional Accreditation of Seabased Principals

Reiteration of Memorandum Circular No. 16, Series of 2021 on requests for renewal and provisional accreditation of principals/employers shall be adopted.
LMAs may send their requests to the SEAD’s official email at sbreg@poea.gov.ph from 8:00 am to 3:00 pm during regular work days (Monday to Friday) only. The process cycle time is 1 to 2 working days upon submission of the complete documentary requirements.

For the guidance and information of all concerned.

_ Signature _

BERNARD P. OLALIA
Administrator

___ August 2021