

GUIDELINES ON THE IMPLEMENTATION OF COMPUTERIZED PROCESSING SCHEME

POEA (DOLE) MEMORANDUM CIRCULAR NO. 65, November 22, 1991

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In order to provide the faster delivery of contract processing services and to strengthen data base on departing overseas contract workers, the following guidelines on the implementation of the computerized processing scheme are hereby issued:

SECTION 1. Coverage. This Memorandum shall apply to all duly licensed landbased agencies whose requests for processing are submitted to the Employment Contracts Processing Branch.

SECTION 2. Documentary Requirements. The following documents shall be submitted for processing of workers under the following categories:

a.

Regular Landbased Accounts

a.1

Request for Processing (RFP) (3 copies)

a.2

Individual Notice of Employment (2 copies)

a.3

OCW Info Sheet

a.4

Insurance Certificate in compliance with MC No. 40 (Series of 1991)

a.5

Identification Sheet for Contract Worker's ID

b. Entertainers

b.1 Recruitment Order (RO)

b.2 Verified Individual Certificates of Eligibility

b.3 Individual Employment Contracts

b.4 Individual Artist Accreditation Card (ACC)

b.5 Accreditation Certificate

b.6 Accomplished ID Forms per Entertainers reflected in the ROs

b.7 Info Sheet

b.8 Insurance Certificate

c. Name Hires

c.1 Request for Processing (RFP) (3 copies)

c.2 Individual Standard Employment Contract (SEC)

c.3 Visa Certificate/NOC

c.4 OCW Info Sheet

c.5 Insurance Certificate

c.6 Identification Sheet for OCW's ID

Sample forms of the modified Request for Processing (RFP) and Recruitment Order (RO) are attached for use by the landbased licensed agencies.

SECTION 3. Submission of Documentary Requirements.

a. Submission of Requests for Processing (RFPs) - All Requests for Processing (RFPs) of licensed landbased agencies with valid licenses, accreditation and job orders shall be submitted to the ECPB.

b. Submission of ROs and RFPs for Name Hires - There shall be procedural modifications in the case of Recruitment Orders (ROs) and Requests for Processing (RFPs) for the name hires express lane. While the contract evaluation and job orders shall be lodged with the Accreditation Branch, submission of ROs and RFPs shall be lodged with the Accreditation Branch, submission of ROs and RFPs shall be at ECPB.

c. Accuracy and Completeness of Documentary Requirements - It shall be the responsibility of all landbased agencies to ensure the accuracy and completeness of duly accomplished documents prior to submission to ECPB to avoid unnecessary delays.

Submission of deficient documents shall not be entertained at the receiving stage. Instead, appropriate notice of deficiency shall be issued and compliance with the deficient shall be accommodated the next working day.

SECTION 4. Processing Procedures of Workers' Contracts and Other Employment Documents. The following procedures shall be implemented with immediate payments of processing fees and OWWA contributions done after approval of RFPs.

a.

Receiving

a.1

Counter transaction shall strictly be observed. Appropriate signages at designated windows shall guide the liaison officers on the flow of transactions.

All liaison officers shall conspicuously display their valid IDs issued by Licensing & Regulation Office.

a.2

The licensed landbased agencies, thru their designated liaison officers, shall submit their request for processing (RFP) and Recruitment Order (RO) together with all the other documentary requirements specified in Section 2 hereof at the designated ECPB counters.

b.

Computerized Job Order Deductions

b.1

Computer terminals are installed at ECPB for this purpose.

After computer verification of validity of license and accreditation, the job order file is searched to determine the updated balances of position/s per job order.

b.2

Corresponding RFP no. is assigned and the name/s of OCWs being hired per numbered RFP are entered into the computer for appropriate job order deductions.

c.

Payment of Processing Fees and OWWA Contributions

c.1

The approved RFPs, after job order deductions, are forwarded to the Collecting Officers situated within the processing area for liaison officers to pay corresponding fees.

c.2

Processing fee in the amount of P150.00 and the appropriate OWWA contribution for all submitted Requests for Processing (RFP) shall be paid within the day.

In the case of Recruitment Orders (ROs) for entertainers, after verification of validity of license and accreditation, the names of entertainers are entered into the computers. Approved ROs are forwarded to the collecting officers for payment.

d.

Printing of Computerized Overseas Employment Certificates (Computerized OECs)

Simultaneous with the job order deductions and payment of fees, the computerized overseas employment certificates shall be printed and records of OCWs filed in the processed CW data base.

e.

Processing and Releasing

e.1

Employment documents of OCWs are processed and designated signing officers sign printed computerized OECs.

e.2

All submitted Request for Processing (RFP) and ROs whose processing fees and OWWA contributions are duly paid not later than 3:00 p.m. of the date of receipt shall be released the same day. However, those received and paid after the cut-off time shall be released in the morning of the next working day

e.3

The following processed documents together with the original OR, RFP and RO are released to the authorized liaison officers:

- a. OEC — original, LAC and worker's copy
- b. duly approved Agency-Worker Agreement/SEC
- c. Insurance Certificate
- d. NOC/Entry or Work permit/Visa, if any

SECTION 5. Effects on Orders of Cancellation or Suspension of License to Contract Processing. Upon receipt of agencies the order of cancellation or suspension, all transactions with POEA relative to accreditation of principals or projects or processing of employment and travel documents of workers shall be immediately suspended except in the following instances:

- a. Where the requests for processing of employment and travel documents were duly received by ECPB prior to the date of its receipt of the order and processing fees and OWWA contributions had been paid:
- b. Where a subsequent order was issued by the Administrator or the Secretary of Labor & Employment setting aside, lifting or restraining the implementation of the cancellation or suspension order earlier submitted;
- c. Where employment and travel documents are ready for release or had been released and the workers covered thereby are scheduled for deployment.

SECTION 6. Validity Period of Computerized OECs and Workers' Deployment. The issued computerized OECs are valid for 120 days. Agencies are obliged to deploy a contract worker within the prescribed period of deployment of one hundred twenty (120) calendar days from the date of signing of the employment contracts. Failure of the agency to deploy within prescribed period without valid reasons shall be a cause for suspension or cancellation of license or fine. In addition, the agency shall return all documents at no cost to the worker.

SECTION 7. Monitoring of Computerized OECs Issued to Agencies. The Philippine Tourism Authority in coordination with POEA, shall monitor the issuance of OECs.

SECTION 8. Effectivity. This Order shall take effect on 16 December 1991.

Adopted: 22 Nov. 1991

(Sgd.) JOSE N. SARMIENTO
Administrator

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