

GUIDELINES IN THE IMPLEMENTATION OF THE PROGRAM, “INCENTIVE PACKAGE FOR AGENCIES HIRING AND DEPLOYING WORKERS FROM THE DEPRESSED AREAS”

POEA MEMORANDUM CIRCULAR NO. 13, S. 2005, October 17, 2005

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Pursuant to POEA Governing Board Resolution No. 2, Series of 2005, creating the Program, "Incentive Package for Agencies Hiring and Deploying Workers from the Depressed Areas" and in furtherance of the Administration's thrust to maximize overseas employment opportunities for Overseas Filipino Workers, the following implementing guidelines are hereby issued:

I. Coverage

These guidelines shall apply to all land-based and sea-based agencies that will recruit, hire and deploy workers from the depressed areas under the Program, "Incentive Package for Agencies Hiring and Deploying Workers from the Depressed Areas"

II. Depressed Areas

Depressed areas are the forty-four (44) provinces targeted as recipients of the Kapit-Bisig Laban sa Kahirapan-comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS) Program of the government as enumerated in the list attached in herewith, including the DOLE-identified poverty-zone depressed areas.

III. Eligibility for the Grant of Incentives

Only agencies who have been enrolled and committed 20% of their existing job order balances may be entitled to receive the incentive package under the program.

IV. Procedures and Requirements for Enrollment

Applications for enrollment shall be submitted to the Licensing Branch, Licensing and Regulation Office (LRO) supported by the following requirements:

1. Letter application indicating:

- 1.1 The job orders of its foreign employers/principals, the 20% of which it commits to the program.
- 1.2 The target province(s) or depressed area(s) where it will undertake recruitment.
- 1.3 The names of the designated/authorized representatives who will conduct recruitment in said province(s) or depressed area(s).

In case the designated/authorized representatives are not registered or included in the agency list of officers and staff submitted to and acknowledged by the Administration, the agency shall likewise submit the following:

- (a) Appointment, bio-data, pictures, NBI and AIRB/POEA Clearances of said designated/authorized

representative; and

(b) Affidavit of Undertaking assuming full and complete responsibility for the acts of said designated/authorized representatives.

2. Undertaking to commit 20% of the existing and available job orders of its accredited/registered foreign employers/principals to the program executed by the agency's President/Chief Executive Officer in the case of corporation or partnership, or owner/proprietor in case of single proprietorship.

V. Action on the Application/Request for Enrollment

Upon receipt of the agency's application with complete requirements, the Administration shall immediately evaluate the pertinent documents and shall notify the agency of the action taken thereon within two (2) days from submission of complete requirements.

The Licensing Branch (LRO), shall issue the certificate of enrollment in the program, which shall be co-terminus with the validity of the agency's license, unless otherwise extended, modified or revoked by this Administration.

VI. Incentive Package

The incentives for enrolled agencies are:

A. Special Facility for Registration/Accreditation of Foreign Principals and Contract Processing/Worker Documentation

Upon submission of the Certificate of Enrollment issued by the Licensing Branch (LRO), an agency shall be entitled to express processing of registration/accreditation of foreign principals/projects and contract processing/worker documentation through a special facility that will be established in the Pre-Employment Services Office (PSO).

B. Establishment of Branch Office in the Depressed Areas

Pending submission and evaluation of its compliance with the usual requirements for the establishment of a branch office in its target province(s) or depressed area(s) upon prior notice to the POEA through the Licensing Branch.

C. Waiver of Special Recruitment Authority (SRA)

Recruitment activities in the depressed area(s) by an agency enrolled in the program shall be allowed upon prior notice to the Licensing and Regulation Office (LRO)-POEA as to the date, venue, designated/authorized representatives without need for a Special Recruitment Authority, copy furnished the nearest POEA Regional Center, Regional Extension Unit and DOLE Regional Office under whose areas of jurisdiction the recruitment activities will be undertaken.

The agency shall submit to the Employment Regulation Branch, Licensing and Regulation Office, a terminal report and progress deployment report within thirty (30) days and one hundred twenty (120) days, respectively, from the termination of said recruitment activities.

D. Other Rewards and Incentives

The performance of the enrolled agencies shall be evaluated and shall be entitled to such rewards and other incentives that the Administrator may provide in recognition of exemplary performance to ensure the increase in the number of participating agencies in the program, including earning additional points under the POEA Rating and Ranking System.

For purposes of other rewards and incentives, enrolled agencies may submit a yearly report on the workers recruited and deployed from the depressed areas covered by the program, stating their names, dates deployed, names of their principals/employers, positions, and job sites, using the attached format.

VII. Partnership, Joint Project Undertaking or Tie-up with the Local Government Unit(s) in the Depressed Areas

In sourcing out their manpower needs, agencies enrolled in the program may forge their own partnership, joint project undertaking, or tie up with the local government unit(s) in the depressed areas by entering into a Memorandum of Agreement.

For information and guidance.

Adopted: 17 Oct. 2005

(SGD.) ROSALINDA DIMAPILIS-BALDOZ

Administrator

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