

MANPOWER POOLING ADVERTISEMENTS

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Further to Memorandum Circular No. 16, Series of 1988, effective immediately the following guidelines are hereby issued in connection with the publication of advertisements for manpower pooling purposes:

1. All requests for manpower pooling advertisement must be supported by manpower requests coming from the principal;
2. No medical examination shall be conducted on applicants responding to the manpower pooling advertisement;
3. No trade test shall be required of the applicants unless the amount of cost of the trade test is advanced by the agency concerned;
4. All agencies shall be required to submit to the Employment Regulation Branch a status report of all manpower pooling arising out from the advertisement within thirty (30) days from date of publication stating the number of applicants registered per principal and skill category, as advertised, and names and addresses of applicants trade tested per skill category and name of trade testing outfit, if any;
5. If after a period of ninety (90) days from date of publication no accreditation or job order is approved by the Accreditation Branch on any of the principals or manpower requests earlier allowed a manpower pooling advertisement, the agency shall immediately terminated all registration/pooling of applicants for the particular principal. The agency shall likewise submit a terminal report to the Employment Regulation Branch within ten (10) days from the date of termination stating therein reasons why the accreditation or approval of the job order has not materialized despite considerable time including the inventory of applicants per number four above.

Attached are the forms[*] required for submission in connection with numbers four and five above.

For strict compliance.

Adopted: 24 Jan. 1992

(SGD.) JOSE N. SARMIENTO

Administrator

[*] Forms available at the Philippine Overseas Employment Administration.

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