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GUIDELINES FOR THE ON-LINE REGISTRATION OF OVERSEAS JOB APPLICANTS

POEA ADVISORY NO. 13, S. OF 2008, May 07, 2008

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Pursuant to Section 1, Rule VI, Part III of the 2002 POEA Rules and Regulations directing this Administration to adopt a system of registration of landbased workers and maintain a registration of landbased workers and maintain a registry of qualified applicants in accordance with the requirements of their occupation, the following guidelines are hereby issued to govern the on-line registration with the POEA of overseas job applicants.

I. COVERAGE

These guidelines shall coverall overseas job applicants who are interested and qualified to register on-line with the Administration for inclusion in the POEA manpower registry;

II. WHO MAY REGISTER

General Qualifications

a) at least 18 years old
b) at least high school graduate
c) with minimum work experience of two (2) years; and
d) no medical or legal impediments to disqualify the applicant from overseas employment

Specific Qualifications

Specific qualification requirements, which are posted and readily available in the on line registration system, may vary for each host country.

III. WHO ARE DISQUALIFIED

a. those who are medically unfit for overseas employment
b. those with derogatory and criminal records and
c. those banned from leaving the country

IV. REQUIREMENTS FOR REGISTRATION

Applicants must have their active individual e-mail account. They must be ready with their user name and password for accessing the on-line registration system and basic Personal information such as home address, valid contact number, passport details, place and date of birth, scholastic data, PRC card numbers for professionals, certification numbers for certified workers, work and training experience, country and position applied for.

Applicants must provide only true and correct information required by the system Any misrepresentation therein shall be a ground for disqualification from the registry

Documentary proof on education, training, work experience and personal circumstances declared during the

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on-line registration must be ready for presentation and validation once applicant is pre-selected for pre-screening and interview by the employer

Applicants must indicate their active e-mail address and/or contact number/s to facilitate immediate notification, as may be necessary.

V. WHERE TO REGISTER

Applicants may register on-line through any internet facility at. www.poea gnvph However, duly certified Household Service Workers (HSWs) may opt to register at all POEA and PESO offices with on-line registration facilities. '

VI. VALIDITY OF REGISTRATION

Registration shall be valid for a period of six (6) months. Registration of profiles which have been visited within the validity period shall be automatically extended to another six (6) months validity from date of last visit.

Unvisited profiles within the six-months validity period shali be automatically inactivated.

VII. UPDATING OF PROFILES

Profiles shall be updated by the applicants through the on-line registration system on the following as may be necessary:

a. change of address/contact numbers
b. additional training and/or work experience
c. if already selected/hired for employment

VIII. REACTIVATION OF REGISTRATION

Expired registration may be reactivated through the on-line registration system by accessing the applicant's profile.

Applicants registered under the old registration system and who are interested to stay in the POEA manpower registry must register under the new on-line registration system.

IX. COST OF REGISTRATION

Registration is absolutely FREE OF CHARGE.

X. REQUIREMENTS FOR PRE-SELECTED REGISTERED APPLICANTS

Pre-selected applicants (those identified from the registry for pre-screening and/or personal interview by employer) shall be notified through their registered e-mail accounts or contact numbers, and shall be required to present the original and submit photocopies of the following documents for verification:

a. Valid passport
b. School credentials
c. Training certificates, if any
d. Skills certification, if any
e. Employment certificate/s
f. Authenticated birth certificate, with NS.0 receipt
g. Valid medical certificate

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h. Valid PRC card, for professionals
i. Valid NBI clearance
j. 2x2 colored picture

For the information and guidance of all concerned.

Adopted: 07 May 2008

(SGD.) ROSALINDA DIMAPILIS-BALDOZ
Administrator

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