GUIDELINES ON THE MANDATORY ONLINE SUBMISSION AND PROCESSING OF REQUESTS FOR THE ISSUANCE OF SPECIAL RECRUITMENT AUTHORITY (SRA) AND/OR LETTER OF ACKNOWLEDGEMENT (LOA)

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Further to Memorandum Circular (MC) No. 17, series of 2002, MC No. 11, MC No. 11-A, both series of 2004, and POEA Advisory No. 13 of 2004, the following guidelines are issued to implement the mandatory online application system for the issuance of SRA and/or LOA:

I. Coverage

These guidelines shall cover all licensed recruitment/manning agencies that will conduct special recruitment activities outside of the address stated in the license or acknowledged additional office(s).

II. Use of the online system and documentary requirements for online application

- Prior to the use of the online system, a User Agreement (Annex 1) shall be signed by the official of the recruitment/manning agency registered at POEA as authorized signatory and submitted to the Branch Head, Employment Regulation Branch (ERB) of the Licensing and Regulation Office (LRO). Upon submission, the agency will be assigned a temporary access password which could be changed by the agency.

- The online system can be accessed through the official POEA website http://www.poea.gov.ph by clicking the banner “SRA/LOA Online Application” located on the left side of the website.

- Online applications shall be submitted at least two (2) days prior to the conduct of the special recruitment activities. The following documentary requirements in PDF format with 10MB maximum file size shall accompany the online application:

For SRA

- Letter of request from the recruitment/manning agency which indicates the date and venue of the special recruitment activity and the names of agency representative/s who will participate in such activity;

- Duly notarized Affidavit of Undertaking declaring that the recruitment/ manning agency shall be fully responsible for the act/s of its representatives; and

- No Objection Certificate (NOC) issued by any of the following entities which will supervise the conduct of the special recruitment activity:

- POEA Regional Center, Extension, or Satellite Office;

- DOLE Regional Office; and

- Public Employment Service (PESO) or the duly authorized officer of the local government unit where the

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special recruitment authority will be conducted.

For LOA

- Letter request from the recruitment/manning agency which indicates the date and venue of the special recruitment activity and the names of principal/employer representative/s who will participate in the said activity;

- Duly notarized Affidavit of Undertaking declaring that the recruitment/manning agency shall be fully responsible for the act/s of their principal/employer representative/s; and

- Letter of Authority from the principal/employer indicated in the POEA database who is the signatory in the signed Special Power of Attorney, Recruitment Agreement or Manning Agreement.

- In case the online service is not be available due to designated maintenance service periods, or telecommunication, electrical or network failure, manual submission of application shall be allowed.

III. Steps in the Submission of Online Application

The following are the steps on the submission of the online application:

- Log-in the Username and Password.

- Select either or both of the two (2) types of recruitment authorities as the case may be.

- Select the principal/s and the agency official/personnel (for SRA) or indicate the name of representative/s of the principal/employer (for LOA) who will be included in the authority.

- Fill-out the fields venue, venue address and number of days the recruitment will be conducted, then choose the recruitment activity date/s in the calendar. Make sure that the required fields have been filled-out correctly.

- Upload the documentary requirements stated above in PDF format with 10MB maximum file size. A message “save successful” will appear on screen as confirmation that the documentary requirements have been successfully uploaded.

- Monitor the status of on-line application such as For Approval, Approved, For Signature or For Compliance by clicking “View Status of Application”;

- If a deficiency in the submitted documentary requirements was noted, compliance shall be submitted by selecting the transaction number, then upload the rectified deficient document/s. Wait until the “submit successful” appears on the screen to confirm that the document/s have been submitted on line.

- The required Terminal Report and Deployment Report should be submitted online within five (5) days and one hundred twenty (120) days, respectively, upon completion of the recruitment activity. The cancelled SRA/LOA should likewise be reported via online immediately. The report in prescribed format should be uploaded in Excel Format with maximum file size of 100kb.

IV. Changes/Amendment is the Special Recruitment Activity

Any change/amendment that the recruitment/manning agency may wish to effect in the issued SRA/LOA, such as date and/or venue of the activity or representative/s (principal/employer/agency officer or employee), shall be submitted at least two (2) days prior to the scheduled date of special recruitment activity. Otherwise, such changes shall not be made and the issued SRA/LOA shall be cancelled. A new application shall then be filed to incorporate the changes.

V. Duration of SRA/LOA

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The maximum duration of recruitment activities is for two (2) weeks, cumulatively, in a month. Longer durations may be allowed for agencies which are able to deploy at least ten percent (10%) per annum of the applicants they recruited during the special recruitment activities.

VI. Validity

The SRA/LOA shall be valid only on the date/s and venue specified therein, unless otherwise extended, modified or revoked by POEA.

VII. Liability

POEA shall institute the appropriate administrative proceedings and/or criminal action against foreign principal/employer and/or their authorized representative/s and recruitment/manning agencies found to be violating the provisions of this circular, performing activities outside or inconsistent with the issued authority and/or submitting fraudulent document/s.

All previous issuances inconsistent herewith are hereby repealed or modified accordingly.

This Memorandum Circular shall take effect on March 20, 2015.

FOR STRICT COMPLIANCE.

(SGD) HANS LEO J. CACDAC
Administrator

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