

# AGENCY SERVICES AND PROCEDURE

<b>FRONTLINE SERVICE:</b>	<b>ISSUANCE OF NEW LICENSE OF RECRUITMENT AGENCIES</b>
<b>OFFICE/LOCATION:</b>	Licensing Branch, 4 <sup>th</sup> Floor
<b>CLIENTS/CUSTOMERS:</b>	Applicants for New License to Operate Recruitment Agencies
<b>DOCUMENTARY REQUIREMENTS:</b>	<ol style="list-style-type: none"> <li>1. Written application for issuance of license</li> <li>2. Applicant Information Sheet for issuance of license</li> <li>3. Proof of business registration and minimum P2 million paid-up capital/capitalization</li> <li>4. Proof of financial capacity             <ul style="list-style-type: none"> <li>▪ Bank certificate on savings account deposit showing a maintaining balance of at least P500,000</li> <li>▪ Bank certificate on the remaining balance of the P2 million capitalization</li> <li>▪ Authority to examine bank deposits signed by the authorized signatory of the agency</li> <li>▪ Income Tax Returns with confirmation receipt of payment for the past 2 years of the proprietor or partners or board of directors as the case may be</li> <li>▪ BIR tax exemption certificate, if tax exempt</li> <li>▪ Audited Financial Statements and corporate income tax returns for the past 2 years (in case of existing corporation/partnership)</li> <li>▪ In case the applicant has corporate investor(s)                 <ul style="list-style-type: none"> <li>- articles of incorporation</li> <li>- board resolution/secretary's certificate on designated authorized representative</li> <li>- financial statement and corporate income tax returns with confirmation receipt of payment for the part two (2) years</li> </ul> </li> </ul> </li> <li>5. Proof of marketing capability             <ul style="list-style-type: none"> <li>▪ For landbased agencies:                 <ul style="list-style-type: none"> <li>- Special Power of Attorney and/or recruitment agreement verified by the Philippine Overseas Labor Office (POLO) nearest the jobsite or authenticated by the Philippine Embassy in case there is no POLO at the jobsite</li> <li>- Manpower request/job order of not less than 100 workers verified by the POLO or authenticated by the Philippine Embassy in the absence of a POLO</li> <li>- Certification from the Pre-Employment Services Office (PSO) that the principal(s) is a new market</li> <li>- Business registration of the principal</li> <li>- In case the principal is a foreign placement agency:                     <ul style="list-style-type: none"> <li>. manpower request of the direct employers addressed to the foreign placement agency verified by the POLO or authenticated by the Phil. Embassy in the absence of a POLO</li> <li>. certification from PSO that the direct employers are new markets</li> <li>. license/registration of the principal to operate a placement agency</li> </ul> </li> </ul> </li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>▪ For seabased agencies: <ul style="list-style-type: none"> <li>- Special Power of Attorney and/or recruitment agreement verified by the Philippine Overseas Labor Office (POLO) nearest the jobsite or authenticated by the Philippine Embassy in case there is no POLO at the jobsite</li> <li>- Manning agreement verified by the POLO, or authenticated by the Philippine Embassy/Philippine Consulate in the absence of a POLO</li> <li>- Crew order request of not less than 50 seafarers verified by the POLO or authenticated by the Philippine Embassy in the absence of a POLO</li> <li>- Certification from the Pre-Employment Services Office (PSO) that the principal(s) and vessel(s) are new markets</li> <li>- Business registration of the principal</li> </ul> </li> <li>6. Bio-data with 2 copies of passport size pictures, NBI clearance (police clearance or its equivalent document from country of origin, if foreigner), and Anti-Illegal Recruitment Branch Clearance of the Board of Directors/Partners/Proprietor, Officers and Staff.</li> <li>7. Individual letters of appointment for staff providing specific functions</li> <li>8. Proof of bachelor's degree and 3 years business experience of the Proprietor/President/Managing Partner or the Chief Executive Officer</li> <li>9. Certificate of Attendance of the Proprietor/President/Managing Partner or the Chief Executive Officer to the Pre-Licensing Orientation Seminar</li> <li>10. Proof of publication of notice of application with name of the Proprietor/President/Partners, Incorporators and Officers</li> <li>11. Contract of Lease or proof of building ownership indicating the office address and office space of at least 100 square meters</li> <li>12. Human resource development plan</li> <li>13. Notarized affidavit of undertaking per Section 1 (f) for Landbased or Section 1(e) for Seabased of the POEA Rules and Regulations.  In case of a corporation, notarized affidavit of undertaking per Section 1 (g) for Landbased or Section 1(f) for Seabased of the same Rules.</li> <li>14. Organizational chart</li> <li>15. Staffing pattern indicating duties and responsibilities of officers and staff</li> <li>16. For applications presenting Overseas Performing Artists as new market, an affidavit of undertaking of the Proprietor/President/Partner on deployment of other skills</li> <li>17. Other requirements on proofs of sources of investment which may be asked during the panel interview: <ul style="list-style-type: none"> <li>- employment certificate indicating salaries, allowances and other benefits</li> <li>- passbooks/bank statement</li> <li>- proof of loans or mortgaged properties</li> <li>- deed of sale, old and new titles of properties in case of sale</li> </ul> </li> </ul>
<b>FEES:</b>	License Fee of P50,000.00 Filing Fee of P10,000

PROCEDURES:	Person in Charge
Step 1. Arrange documents in a folder according to the checklist of requirements and submit to the Officer of the Day at Window 9 at Licensing Branch (LB) and receive proof of filing. Only applications with complete documentary requirements will be accepted. Wait for ocular inspection of the proposed office.	Officer of the Day
Step 2. Return after seven (7) days to verify the result of evaluation at Window 9 at Licensing Branch. Only authorized representative shall be allowed to follow-up or transact business with POEA.	Officer of the Day
Step 3. If found complete, request for schedule of panel interview and wait for the notice of interview. (If found incomplete, receive the notice of deficiency(ies) together with the filed documents for compliance of lacking requirements)	Evaluator
Step 4. Upon receipt of notice of interview, proceed to Window 9, Licensing Branch to get an Order of Payment. Pay Filing Fee of P10,000 to the POEA Cash Division, 5 <sup>th</sup> Floor, POEA Bldg.	Evaluator POEA Cashier
Step 5. Proprietor/Partners/Board of Directors to attend the scheduled panel interview. Present original and Xerox copy of the Official Receipt evidencing payment of P10,000 filing fee to the Evaluator prior to the interview.	POEA Panel
Step 6. Comply with requirements of the POEA panel of interviewees. If found complete wait for the approval of application for new license.	
Step 7. Upon approval of the application, submit/comply the following:  a. three (3) copies of escrow agreement in the amount of P1 million with bank certification and confirmation of the escrow deposit with an accredited reputable bank b. original copy of a surety bond in the amount of P100,000 together with original copy of the official receipt from a bonding company acceptable to the POEA. The surety bond shall be co-terminus with the validity of the license and shall include conditions prescribed by POEA	Evaluator
Step 8. Get an Order of Payment from Window 9, Licensing Branch and pay license fee of Php50,000 to the POEA Cash Division, 5 <sup>th</sup> Floor, POEA Bldg.	Evaluator POEA Cashier
Step 9. Present original and Xerox copy of Official Receipt and get the License Certificate	Evaluator
<b>PROCESS CYCLE TIME:</b>	<b>15 calendar days from receipt of application with complete requirements including proof of payment of filing fee of P10,000.00</b>