

ANNOUNCEMENT

ONLINE APPLICATION FOR AIRB CLEARANCE

In order to minimize physical contact and safeguard the health of employees and clients, all applications for Anti-Illegal Recruitment Branch Clearance (AIRB Clearance), shall be coursed online effective May 18, 2020.

Applicants may either request for AIRB clearance through email or the AIRB Clearance Application Online Platform.

Email Application for AIRB Clearance

- 1) Send clearance applications to (airbclearance.poea@gmail.com)
- 2) Email attachments:
 - a. Letter Request for AIRB Clearance signed by the Agency's President/General Manager or any of the designated signatories
 - b. Duly accomplished AIRB Clearance Form
 - c. Clear scanned, non-pixelated copies of ID pictures with nameplate
 - d. Clear scanned copies of NBI clearance (valid for at least 6months) OR passport information page for foreigners
- 3) Similar to physical filing of AIRB clearance applications, please limit to a maximum of five (5) applicants per email.

AIRB Clearance Application Online Platform

- 1) Applications may be coursed through (<https://forms.gle/qFLB6w4pMVZJLnMQ7>). Applicants will be required to use a Google/Gmail account.
- 2) Upload the following:
 - a. Letter Request for AIRB Clearance signed by the Agency's President/General Manager or any of the designated signatories
 - b. Clear scanned, non-pixelated copies of ID pictures with nameplate
 - c. Clear scanned copies of NBI clearance (valid for at least 6months) OR passport information page for foreigners
- 3) The online platform only allows a maximum of five (5) applicants per log-in.

After evaluation of the application, clearances will be issued via email to the applicant. In case of deficiency or compliance, the applicant will also be notified through the email address provided, in which case follow-ups and compliance shall be done through email.