MEMORANDUM CIRCULAR NO. 08
Series of 2005

TO: ALL CONCERNED POEA LICENSED RECRUITMENT AGENCIES

SUBJECT: MANDATORY PARTICIPATION IN THE POEA CONTRACTS ELECTRONIC SUBMISSION SYSTEM

Pursuant to the thrust of the Administration to streamline the procedures on the documentation of OFWs in order to facilitate their deployment, the agencies listed herewith which is based on the list of top deploying agencies in 2004, shall be required to participate in the POEA program on electronic submission of employment contracts for processing (e-submit) before 2 January 2006.

Thereafter, the documentation of workers hired by the listed agencies shall be made only through the e-submit system, unless technical concerns occur, in which case the documentation of the workers shall be prioritized in the regular procedure for processing of workers.

Agencies not in the attached list shall be required to participate in the program within 2006.

Participants to the e-submit program shall be covered by POEA Memorandum Circular No. 25, series of 2003 on Guidelines on the Contracts e-Submission for Landbased Recruitment Agencies.

For strict compliance.

ROSALINDA DIMAPILIS-BALDOZ
Administrator

19 July 2005
TO: ALL CONCERNED

SUBJECT: GUIDELINES ON THE CONTRACTS e-SUBMISSION SYSTEM FOR LANDBASED RECRUITMENT AGENCIES

Pursuant to the e-Link for OFWs Project of the Department of Labor and Employment and the thrust of the Administration to streamline processes and documentary requirements in order to facilitate the mobilization of overseas Filipino workers, the Contracts e-Submission System shall be implemented for the Landbased Center in accordance with the following guidelines:

I. Coverage

All agencies that are registered by the Administration as participant in the Contract e-Submission program after complying with the following requirements:

<table>
<thead>
<tr>
<th>HARDWARE</th>
<th>Pentium 4 Class (1.8 Gz)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>256MB RAM</td>
</tr>
<tr>
<td></td>
<td>8MB Video RAM</td>
</tr>
<tr>
<td></td>
<td>SVGA Monitor</td>
</tr>
<tr>
<td></td>
<td>40 GB Standard IDE Drive Storage</td>
</tr>
<tr>
<td>System Software</td>
<td>Windows 2000</td>
</tr>
<tr>
<td></td>
<td>Windows XP (Home or Professional)</td>
</tr>
<tr>
<td>Network</td>
<td>Stable Internet Connection</td>
</tr>
<tr>
<td>UPS</td>
<td>At least two-minutes power to allow proper shutdown</td>
</tr>
<tr>
<td>Personnel</td>
<td>IT personnel / team / unit</td>
</tr>
</tbody>
</table>

The POEA shall provide the agency participant with a copy of the POEA PEACE CD installer and a copy of the registration/accreditation database of the agency’s principals. Upon registration as participant in the program, the agency mailbox is created and maintained in a hosting service located at the program’s data center.

II. Procedures for the Electronic Submission of Requests for Processing

1. Agency encodes the request for processing, contract particulars and information sheet of the workers.
2. Agency submits the encoded data to POEA through the internet.
3. POEA automatically downloads data and posts the same to the POEA contract processing database.
4. POEA electronically notifies the agency of the result of posting.

5. Agency receives the notification from POEA which indicates the RFP number.

6. Agency fills up the e-Submit Form (copy attached) and presents this to the assessment counter at the Landbased Center.

7. Agency representative pays the assessed amount at the cashier counter at the Landbased Center. An e-Receipt is issued which serves as the worker’s exit clearance.

8. Verified individual employment contracts of overseas performing artists for Japan and household workers for any country shall be presented at the POEA counter for stamping and signature by the designated officer prior to assessment and payment of fees.

III. Employment Contracts of Workers

In accordance with section 1, Rule III, Part III of the POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Workers, recruitment agencies shall be responsible for providing every worker with a copy of his employment contract. The individual employment contract is based on the master employment contract approved upon registration/accreditation of the principal/employer. The worker shall present his contract at the Labor Assistance Center upon request.

All master employment contracts approved by the Landbased Center upon registration of the principal shall be endorsed to the Central Records Division of the Administration for file and reference.

IV. Participation Cost

A minimal cost for maintenance of the hosting services of the agency’s mailbox shall be charged to agencies availing of the e-Submission system.

V. Participants in the e-Submission program may still avail of the present system and procedure for the processing of worker documents and issuance of exit clearance in case technical problems are experienced by the e-Submission system.

The Guidelines shall be effective fifteen days (15) after publication in a newspaper of general circulation.

ROSALINDA DIMAPILIG BALDOZ
Administrator

5 September 2003
1. ROYAL DREAM INTERNATIONAL SERVICES
2. ALL-PRO STAFFING & CONSULTING SERVICES
3. RDRI INTERNATIONAL MANPOWER
4. SAFEWAY INTERNATIONAL MANAGEMENT SVCS
5. SKILLS INTERNATIONAL COMPANY INC
6. FIRST CLASS PROFESSIONAL HUMAN RESOURCES, INC.
7. HOPE INTERNATIONAL MANPOWER SERVICES
8. STUDIO KAY INTL. CORP.
9. AL-HIRSH MANPOWER SERVICES INC
10. SILVER KIND INTERNATIONAL PLACEMENT PHILIPPINES
11. PRIME STARS INTERNATIONAL PROMOTION CORP
12. RML INTERNATIONAL SERVICES
13. GULF HORIZON INTERNATIONAL SERVICES, INC. (FOR NILE INTERNATIONAL
14. JERZON MANPOWER AND TRADING INC
15. CONCORDE INTERNATIONAL SERVICES
16. GIMLY MANPOWER SERVICES INC
17. AL-KHALIDI INTERNATIONAL RECRUITMENT SERVICES, INC.
18. J STAR INTERNATIONAL PROMOTION INC. (STAR INTL PROMOTIONS)
19. ROFA BUSINESS VENTURES
20. LRC MANPOWER SERVICES INTERNATIONAL INC
21. AL-ALAMIA INTERNATIONAL MANPOWER SERVICES
22. AP SQUARE INTERNATIONAL SERVICES
23. SKYLINE INTERNATIONAL PLACEMENT AGENCY INC.
24. CREATIVE ARTIST PLACEMENT SERVICES, INC.
25. GLOBAL MANPOWER SERVICES INC
26. ED-FRO-BON MANPOWER SERVICES
27. ALIZABETH RECRUITMENT INCORPORATED
28. RITZ MANPOWER SERVICES
29. AML & GS PLACEMENT ENTERPRISES COMPANY INC
30. GREENWORLD PLACEMENT SERVICES
31. ASBIS INTERNATIONAL MANPOWER, INC.
32. JEMMAR INTERNATIONAL PLACEMENT & PROMOTIONS INC
33. YOBHEL INTERNATIONAL MANPOWER SERVICES INC
34. ADVANCE PRODUCTIONS INC
35. YM INTERNATIONAL MANPOWER SERVICES (FOR: YANGMA EMP. AGENCY)
36. G & A INTERNATIONAL MANPOWER SERVICES, INC.
37. 3ICUIC S PROMOTION & PLANNING INC
38. CKD INTERNATIONAL MANPOWER SERVICES CORP. (FOR: CKD MANPOWER
39. HSG INTERNATIONAL MANAGEMENT AND SERVICES
40. GERARDO J. SANTOS INTERNATIONAL SERVICES INC
41. LIZABIL INTERNATIONAL MANPOWER AGENCY
42. AL MILAD MANPOWER SERVICES INC
43. GREENFIELDS INTERNATIONAL MANPOWER SERVICES, INC.
44. MALORATA INTERNATIONAL MANPOWER AGENCY
45. GOLDEN HARVEST HUMAN RESOURCES & MANAGEMENT CORPORATION
46. RUBIES INTERNATIONAL SERVICES INC
47. FRANCE ASIA INTERNATIONAL INC. (FRANCE ASIA MANPOWER SERVICES
48. ASMARA INTERNATIONAL PLACEMENT AGENCY, INC.
49. J&J MANPOWER SERVICES INC
50. ELITE TAM MANAGEMENT SERVICES, INC.
51. ARTIST GLOBE MANPOWER
52. QUL MANPOWER, INC.
53. MSL TALENT MANAGEMENT SERVICES, INC.
54. KING’S MANPOWER SERVICES INC
55. STAR EXPRESS PLACEMENT AND PROMOTION INC (FOR STAR EXPRESS PROM INC)
56. MISSION WAY MANPOWER SERVICES INC
57. CHERUB MANPOWER INC (KERUB INC)
58. GOLDEN FUTURE INTL. MANPOWER AGENCY INC.
59. 10TH STORY PLACEMENT AGENCY, INC.
60. AL-ABEER MANPOWER SERVICES, INC.
61. ASCEND INTERNATIONAL SERVICES INC
340 THE LAMPLIGHT INTERNATIONAL MANPOWER SERVICES INC.
341 MASTERS INTERNATIONAL PLACEMENT & CONSTRUCTION SERVICES INC
342 GOLDEN LIGHTS EMPLOYMENT AGENCY
343 UNITED PLACEMAN PHILIPPINES INC
344 DIIX INTERNATIONAL MANPOWER SERVICES
345 HINICHI MANPOWER CORPORATION
346 RAPID MANPOWER CONSULTANTS INC
347 UP INTERNATIONAL EMPLOYMENT AGENCY INC.
348 DRAGON INTERNATIONAL MANPOWER CORP
349 MCRI INTERNATIONAL AGENCY CORPORATION
350 AL TAW-AMM MANPOWER SERVICES
351 JN INTERNATIONAL PLACEMENT SERVICES
352 LYCA HUMAN RESOURCES, INC.
353 PACIFIC BUSINESS VENTURES INC
354 SMITH BELL MANPOWER SERVICES INC (FOR SB MANP SERV INC)