

**[POEA MEMORANDUM CIRCULAR NO. 19, s. 1993,
May 24, 1993]**

GUIDELINES FOR ESTABLISHMENT OF BRANCH OFFICES

Pursuant to POEA Governing Board Resolution No. 3, (S. 1992) the Administration shall issue authorities to establish branch offices to authorized/licensed agencies/entities applying for such under the circumstances and conditions as follows:

1. Only duly licensed/authorized agencies/entities shall be allowed to establish branch offices in selected provincial cities/municipalities. Branch offices in cities and municipalities within Metropolitan Manila shall not be allowed.
2. The following criteria shall be observed in the approval of cities/provinces wherein branch offices may be established:
 - a. The branch office shall be located preferably in or adjoining an economically depressed province, city or municipality.
 - b. There is a DOLE Regional Office at or in the adjoining city/municipality where the branch office is located;
 - c. There is a manpower or youth training center at or in the adjoining city/province where the branch office is located; or
 - d. There is a trade testing agency at or in the adjoining city/province where the branch office is located.
3. Agencies/entities who meet the following requirements may be allowed to operated branch office:
 - a. Quality of facilities: Office space must be at least 45 sq. meters; furnitures and appliance commensurate to the number of employees; equipment and communication facilities must be adequate (typewriters, telephones, calculator, filing cabinets, etc.)
 - b. Number and rate of deployment: The applicant's deployment should not be less than 100 workers/seafarers during the validity period of its license/authority, preceding the date of application. Applicants with new licenses are not covered by this requirement.
 - c. Manpower needs of Foreign Employers: The applicant must submit proof, such as manpower mobilization request, or approved job order to be sourced from the proposed branch office.
4. The applicant, at the time of filing of application shall submit the following: