

**[ POEA (DOLE) MEMORANDUM CIRCULAR NO. 65,  
November 22, 1991 ]**

**GUIDELINES ON THE IMPLEMENTATION OF COMPUTERIZED  
PROCESSING SCHEME**

In order to provide the faster delivery of contract processing services and to strengthen data base on departing overseas contract workers, the following guidelines on the implementation of the computerized processing scheme are hereby issued:

*SECTION 1. Coverage.* This Memorandum shall apply to all duly licensed landbased agencies whose requests for processing are submitted to the Employment Contracts Processing Branch.

*SECTION 2. Documentary Requirements.* The following documents shall be submitted for processing of workers under the following categories:

**a. Regular Landbased Accounts**

- a.1 Request for Processing (RFP) (3 copies)
- a.2 Individual Notice of Employment (2 copies)
- a.3 OCW Info Sheet
- a.4 Insurance Certificate in compliance with MC No. 40 (Series of 1991)
- a.5 Identification Sheet for Contract Worker's ID

**b. Entertainers**

- b.1 Recruitment Order (RO)
- b.2 Verified Individual Certificates of Eligibility
- b.3 Individual Employment Contracts
- b.4 Individual Artist Accreditation Card (ACC)
- b.5 Accreditation Certificate
- b.6 Accomplished ID Forms per Entertainers reflected in the ROs
- b.7 Info Sheet
- b.8 Insurance Certificate

**c. Name Hires**

- c.1 Request for Processing (RFP) (3 copies)
- c.2 Individual Standard Employment Contract (SEC)
- c.3 Visa Certificate/NOC
- c.4 OCW Info Sheet
- c.5 Insurance Certificate
- c.6 Identification Sheet for OCW's ID

Sample forms of the modified Request for Processing (RFP) and Recruitment Order (RO) are attached for use by the landbased licensed agencies.

*SECTION 3. Submission of Documentary Requirements.*

a. **Submission of Requests for Processing (RFPs)** - All Requests for Processing (RFPs) of licensed landbased agencies with valid licenses, accreditation and job orders shall be submitted to the ECPB.

b. **Submission of ROs and RFPs for Name Hires** - There shall be procedural modifications in the case of Recruitment Orders (ROs) and Requests for Processing (RFPs) for the name hires express lane. While the contract evaluation and job orders shall be lodged with the Accreditation Branch, submission of ROs and RFPs shall be lodged with the Accreditation Branch, submission of ROs and RFPs shall be at ECPB.

c. **Accuracy and Completeness of Documentary Requirements** - It shall be the responsibility of all landbased agencies to ensure the accuracy and completeness of duly accomplished documents prior to submission to ECPB to avoid unnecessary delays.

Submission of deficient documents shall not be entertained at the receiving stage. Instead, appropriate notice of deficiency shall be issued and compliance with the deficient shall be accommodated the next working day.

*SECTION 4. Processing Procedures of Workers' Contracts and Other Employment Documents.* The following procedures shall be implemented with immediate payments of processing fees and OWWA contributions done after approval of RFPs.

a. **Receiving**

a.1 Counter transaction shall strictly be observed. Appropriate signages at designated windows shall guide the liaison officers on the flow of transactions.

All liaison officers shall conspicuously display their valid IDs issued by Licensing & Regulation Office.

a.2 The licensed landbased agencies, thru their designated liaison officers, shall submit their request for processing (RFP) and Recruitment Order (RO) together with all the other documentary requirements specified in Section 2 hereof at the designated ECPB counters.

b. **Computerized Job Order Deductions**

b.1 Computer terminals are installed at ECPB for this purpose.

After computer verification of validity of license and accreditation, the job order file is searched to determine the updated balances of position/s per job order.

b.2 Corresponding RFP no. is assigned and the name/s of OCWs being hired per numbered RFP are entered into the computer for appropriate job order deductions.

c. **Payment of Processing Fees and OWWA Contributions**

c.1 The approved RFPs, after job order deductions, are forwarded to the Collecting Officers situated within the processing area for liaison