

**[ POEA MEMORANDUM CIRCULAR NO. 11-A, S.  
2004, September 21, 2004 ]**

**IMPLEMENTING GUIDELINES ON THE ISSUANCE OF SPECIAL  
RECRUITMENT AUTHORITY FOR RECRUITMENT ACTIVITY WITH  
THE PARTICIPATION OF AUTHORIZED REPRESENTATIVE/S OF  
POEA ACCREDITED/REGISTERED FOREIGN  
PRINCIPALS/EMPLOYERS AND ACKNOWLEDGMENT OF  
AUTHORIZED REPRESENTATIVES**

Further to Memorandum Circular No. 11, series of 2004, the following guidelines regarding the implementation of the Presidential Directive exempting authorized representatives of accredited/registered foreign principals/employers participating in recruitment of a Special Work Permit are hereby issued for the information and guidance of all concerned:

**1. Coverage** - These guidelines shall apply to all recruitment activities of an agency duly licensed by the POEA to be participated in by authorized representative/s of its foreign principals/employers registered or accredited with the Administration, as may be allowed under existing laws, rules and regulations.

**2. Special Recruitment Authority (SRA)** - Refers to the authority granted to a licensed agency to conduct recruitment outside the registered office or address stated in the license of an agency or its acknowledged additional office(s), except for recruitment activities conducted under Public Employment Service Office (PESO) Act of 1999 (R.A. 8759).

**3. Letter of Acknowledgment (LOA)** - Refers to a letter acknowledging the authorized representative(s) of an accredited or registered foreign principal/employer who may from time to time come to the Philippines to participate in recruitment activities within the registered business address or acknowledged additional office(s) of an agency, during the validity of accreditation/registration of said accredited/registered foreign principal/employer, which shall be valid for a period of one year from date of issuance.

**4. Authorized Representative** - Refers to the following:

- a. Those who are included in the POEA List/Database of Accredited/Registered Foreign Principals/Employers and their authorized representative/s;

b. Those authorized by the accredited/registered foreign principal/employer to represent it in the conduct of recruitment activity in the Philippines, as may be allowed under existing laws, rules, regulations, whose authorization is duly verified by the concerned Philippine Overseas Labor Offices (POLO).

c. Those authorized representatives of accredited/registered foreign principals/employers whose names have not yet been duly recorded/encoded in the database but certified by the Pre-Employment Service Office (PSO). vee

## **5. Requirements for Issuance of SRA with Participation of an Authorized Representative**

a. Letter request from the agency stating the exact date and venue of the Special Recruitment Activity, as well as the name(s) of the designated representatives;

b. Copy of registration/accreditation certificate of the foreign principal/employer with valid job order/manpower request;

c. Undertaking that the agency shall take full responsibility for the acts of its representatives as well as the authorized representative/s of the accredited/registered foreign principal/employer; and

d. Verified authorization under item 4 (b) or Certification from PSO that foreign representative is an authorized representative of the agency's accredited/registered principal/employer in the case of those covered under item 4 (c).

## **6. Requirements for Issuance of Letter of Acknowledgement of Authorized Representatives**

a. Letter request from the agency informing the Administration of the names of the authorized representatives of an accredited or registered foreign principal/employer. The POEA shall acknowledge a maximum of three (3) authorized representatives for an accredited/registered foreign principal/employer which acknowledgment shall be valid for a period of one year from date of issuance.

b. List of officers/staff of the accredited/registered foreign principal/employer duly verified by the concerned Philippine Overseas Labor Offices (POLO); or

c. Letter of Authority issued by the accredited/registered foreign principal/employer to engage in recruitment activity in