

**[POEA MEMORANDUM CIRCULAR NO. 17, S. 2002,
November 11, 2002]**

SPECIAL RECRUITMENT AUTHORITY

Pursuant to Rule VI, Part II, 2002 POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Workers, the following guidelines on the requirements and conditions for issuance of Special Recruitment Authority are hereby issued for the information and guidance of all concerned:

1. *Coverage* — These guidelines shall apply to all recruitment activities conducted 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 the Public Employment Service Office (PESO) Act of 1999 (RA 8759).
2. *Special Recruitment Authority (SRA)* — Refers to the authority granted to an agency to conduct recruitment outside its registered business address approved by the Administration.
3. *Requirement for Issuance of SRA* — A Special Recruitment Authority may be issued upon submission of the following documentary requirements:
 - 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. An agency may be allowed a maximum of FOUR (4) local representatives who have the full authority to decide on the selection of workers during the special recruitment activity. If designated representative(s) is not included in the agency list of officers and staff submitted to the Administration, NBI and AIRB/POEA clearance shall be required from the unlisted representative(s);
 - 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 authorized representative(s); and
 - d. For Foreign Principals/Employers participating in the special recruitment activity: Special Work Permit (SWP) from the Bureau of Immigration.
4. *Where to File Application* — An application for issuance of SRA may be filed with any of the following POEA offices:
 - a. Employment Regulation Branch/Licensing and Regulation Office;
 - b. POEA Regional Center or Regional Extension Unit (REU) under whose area of jurisdiction the agency is located; or