

Private Employment Agency

Frequently Asked Questions

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INDUSTRY WORKERS
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DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LOCAL EMPLOYMENT

About the FAQ

This Frequently Asked Questions (FAQ) flyer provides basic information on the rules and regulations governing recruitment and placement of industry and domestic workers by Private Employment Agencies (PEAs) for local employment (Department Order Nos. 216 and 217, Series of 2020).

This document is published by the Bureau of Local Employment in December 2021. The Bureau endeavors to protect the welfare of Filipino workers through Local Employment Regulation, specifically the participation of private individuals and entities in the recruitment and placement of workers for local employment.



FOR JOBSEEKERS

WHAT IS A PRIVATE EMPLOYMENT AGENCY?

A Private Employment Agency (PEA) is any individual, partnership, corporation or entity licensed by the Department of Labor and Employment to engage in the recruitment and placement of workers for local employment. It serves as the link between jobseekers and employers.

ANO ANG PRIVATE EMPLOYMENT AGENCY?

Ang isang Private Employment Agency (PEA) ay sinumang indibidwal, magkasosyo o korporasyon na pinagkalooban ng lisensya ng Department of Labor and Employment sa larangan ng *recruitment* at *placement* ng mga manggagawa para sa lokal na trabaho. Nagsisilbi silang tulay sa pagitan ng mga aplikante at *employer*.

HOW DO PEAS HELP JOBSEEKERS?

Licensed PEAs help in employment facilitation through traditional modes of recruitment and placement. Their license is a hallmark of their compliance with government requirements and qualifications to ensure that the welfare of jobseekers are protected.

PAANO NAKAKATULONG ANG MGA PEA SA MGA NAGHAHANAP NG TRABAHO?

Ang mga lisensyadong PEA ay nakatutulong sa pagpapadali ng paghahanap ng trabaho gamit ang mga tradisyonal na paraan ng recruitment at placement. Ang kanilang lisensya ay ebidensya ng kanilang pagsunod sa mga dokumento at kwalipikasyon na hinihingi ng gobyerno para masigurado ang kapakanan ng mga aplikante.

ARE THERE SPECIFIC JOBS/OCCUPATIONS THAT PEAS CATER TO?

There are two types of workers that PEAs cater to:

- Domestic workers or kasambahays - any person who falls under the enumeration provided in the Domestic Workers Act or Batas Kasambahay; and
- Industry workers - any person not engaged in domestic work within an employment relationship or not falling under the enumeration provided under the Domestic Workers Act or Batas Kasambahay.

MAYROON BANG PARTIKULAR NA TRABAHO O MGA MANGGAGAWA NA SINESERBISYUHAN NG MGA PEA?

Mayroong dalawang uri ng mga manggagawa na sineserbisyuhan ng mga PEA:

- Domestic workers o mga kasambahay - mga indibidwal na kabilang sa listahang nakasaad sa Domestic Workers Act o Batas Kasambahay; at
- Industry workers - mga indibidwal na hindi kabilang sa listahan sa ilalim ng Domestic Workers Act o Batas Kasambahay

ARE ALL EMPLOYMENT AGENCIES LEGITIMATE?

Only those that are compliant with the requisites under DOLE Department Order Nos. 216 and 217 and issued with a valid license by the DOLE are legitimate.

LAHAT BA NG EMPLOYMENT AGENCY AY LEHITIMO?

Tanging ang mga PEA na nakapasa sa mga kinakailangang dokumento sa ilalim ng DOLE DO Nos. 216 at 217 at nabigyan ng lisensya ng DOLE ang lehitimo.

WHAT IS THE DIFFERENCE BETWEEN APPLYING THROUGH A PEA AND DIRECT HIRING?

When a jobseeker applies through a PEA, the PEA takes on the role of facilitating the recruitment and placement of an applicant and communicates with both the potential employee and employer. On the other hand, direct hiring is when a company does not utilize the services of a PEA in sourcing and looking for potential employees and the hiring process is done solely by the company.

ANO ANG PAGKAKAIBA NG PAGHAHANAP NG TRABAHO SA PAMAMAGITAN NG PEA SA DIRECT HIRING?

Ang PEA ay nagsisilbing tulay para sa mas maayos na *recruitment* at *placement* ng isang aplikante. Ang PEA ang nakikipag-ugnayan sa pagitan ng potensyal na aplikante at *employer*. Samantala, ang kumpanya na hindi gumagamit ng PEA para sa paghahanap ng mga posibleng empleyado at direktang namimili ng mga potensyal na aplikante, ito ay tinatawag na *direct hiring*.

WHY IS IT IMPORTANT THAT A PEA IS LICENSED?

The valid license of a PEA is a proof of its due compliance with relevant rules and laws on recruitment and placement. By applying for a license, the PEA holds itself accountable for any issues that may arise from the nature of its business by virtue of its Affidavit of Undertaking. Through the issuance of a license under its name, the PEA subjects itself to regulations by the government, thus contributing to the efforts of curbing illegal recruitment.

BAKIT IMPORTANTENG LISENSYADO ANG PEA?

Ang lisensya ng isang PEA ay ebidensya ng kanyang pagsunod sa mga alituntunin at batas sa *recruitment* at *placement*. Sa pagkuha ng lisensya, pinatutunayan ng PEA na malugod siyang pumapayag na managot kung may mga kasong magmumula sa uri ng kanyang negosyo sa bisa ng *oath of undertaking*. Sa pamamagitan ng pagbibigay ng isang lisensya, ang PEA ay nasasailalim mismo sa regulasyon ng gobyerno at makakatulong sa pagsisikap na wakasan ang *illegal recruitment*.

WHAT IS ILLEGAL RECRUITMENT?

Any act of canvassing, enlisting, contracting, transporting, utilizing, hiring, procuring workers, and includes referring, contracting services, promising or advertising for employment abroad or locally, whether for profit or not, when undertaken by a non-license or non-holder of authority.

ANO ANG ILLEGAL RECRUITMENT?

Ito ay anumang uri ng pagkuha, pagtatala, pangongontrata, paglilipat, paggamit, pagtanggap sa trabaho kasama na ang pag-endorso ng trabaho sa loob at labas ng bansa nang may kapalit na kita o wala kung isinagawa ng isang hindi lisensyado o awtorisadong ahensiya (PEA).

DO I HAVE TO PAY ANY FEE IF I SEEK FOR THE SERVICES OF A PEA?

No, there is no fee to be paid to PEA. Under Article VI, Section 1 of Department Order Nos. 216 and 217, Series of 2020, it is prohibited to deduct fees from the salaries or wages of the worker. Service fees may only be charged to the employers based on the service contract.

Additionally, the cost of pre-employment requirements for kasambahay shall be borne by the prospective employer or the agency.

KAILANGAN KO BANG MAGBAYAD KUNG MAGPAPATULONG AKO SA PEA NA MAGHANAP NG TRABAHO?

Hindi. Walang kaukulang bayad ang serbisyo ng PEA. Ayon sa Article VI, Section 1 ng Department Order Nos. 216 and 217, Series of 2020, mahigpit na ipinagbabawal ang pagkaltas ng kabayaran ng kabayaran mula sa mga manggagawa. Ang *service fees* ay dapat bayaran ng *employer* lamang na nakasulat sa kontrata.

Kaugnay nito, ang anumang gastos sa *requirements* upang makapagsimula ang kasambahay ay dapat ding akuin ng *employer* o ng *agency* kung saan siya natanggap.

HOW DO I KNOW THAT A PEA IS LEGITIMATE?

PEAs are legitimate if they are issued license to operate by DOLE. PEA may also operate a branch, provided that they have Authority to Operate Branch Office.

PAANO KO MALALAMANG LEHITIMO ANG ISANG PEA?

Ang isang legal na PEA ay mayroong lisensya na mag-*operate* na galing sa DOLE. Ang mga PEA ay maaari ring magkaroon ng operasyon sa pamamagitan ng kanilang mga branch o sangay kung sila ay mayroong karampatang pahintulot para mag-recruit.

HOW CAN I CHECK IF THE PEA IS AUTHORIZED OR LICENSED BY DOLE?

Jobseekers and employers are advised to transact only with licensed PEAs. Stakeholders may check if a PEA is licensed by checking the website of the Bureau of Local Employment (www.ble.dole.gov.ph) and the respective websites of the DOLE Regional Offices.

Additionally, the license must reflect the name of the owner, president, or authorized representative, as the case may be. The license is non-transferable; neither can be conveyed nor assigned to any other person or entity other than the one in whose favor it was issued.

PAANO KO MALALAMAN KUNG ANG ISANG PEA AY AWTORISADO AT MAY LISENSYA MULA SA DOLE?

Ang mga naghahanap ng trabaho at employer ay dapat lamang makipagtransaksyon sa mga lisensyadong PEAs. Maaaring makita kung ang PEA ay may lisensya mula sa DOLE sa website ng Bureau of Local Employment (www.ble.dole.gov.ph) at sa mga website ng DOLE Regional Offices.

Ang lisensya ng isang PEA ay dapat mayroong pangalan ng may-ari, presidente, o awtorisadong kinatawan. Ang lisensyang ito ay *non-transferable* o hindi maaring ipagamit sa ibang tao o ahensya maliban sa mga tao o ahensyang pinagkalooban nito.



CAN A PEA RECRUIT FILE A COMPLAINT AGAINST THE PEA LICENSEE?

Yes, written complaints on the offenses classified under DO Nos. 216 and 217, Series of 2020 shall be filed at the DOLE RO which issued the license. If the complaint is against the employer for unpaid wages and benefits, it must be filed at the DOLE RO having jurisdiction over the place of work. However, if the complaint against the employer/s, agency owner/s, or representative/s is criminal in nature, it may be filed at the DOLE RO having jurisdiction over where the act was committed or the complainant's place of residence for proper assistance, documentation and referral/possible endorsement to the Prosecutor's Office.

MAAARI BANG IREKLAMO ANG ISANG LISENSYADONG PEA NG KANYANG NI-RECRUIT?

Oo, kailangan lamang sumulat ng reklamo na nakasaad sa DO Nos. 216 at 217, Series of 2020 at ihain sa DOLE RO na nagkaloob ng lisensya sa PEA. Kung ang nireklamo ay ang employer dahil sa hindi nito pagbabayad ng sahod o benepisyo, ang reklamo ay kailangang ihain sa DOLE RO na nakakasakop kung saan nagtatrabaho ang empleyado. Kung ang inireklamo ay employer, may-ari ng agency o kinatawan nito ay patungkol sa kasong kriminal, maaaring makipag-ugnayan sa DOLE RO na nakakasakop kung saan naganap ang krimen o sa DOLE RO kung saan nakatira ang nagreklamo para sa karampatang tulong, pagdodokumento at posibleng pag-endorso sa Tanggapan ng Tagausig.

FOR PEA LICENSE APPLICANTS

HOW DO I DETERMINE IF I AM QUALIFIED TO APPLY FOR A PEA LICENSE?

The following must be satisfied to be able to apply for a PEA license:

- For single proprietors, you must be a Filipino citizen with a minimum net worth of one million pesos (P1,000,000).
- For corporations, 75% of the minimum capital stock of the minimum paid up capital of one million pesos (P1,000,000) must be owned and controlled by resident Filipinos.

PAANO KO MALALAMAN KUNG KWALIPIKADO AKONG MAG-APPLY PARA SA LISENSYA NG PEA?

Upang makapag-apply ng PEA license, ang mga aplikante ay dapat:

- Filipino citizen at may net worth na hindi bababa sa isang milyong piso (P1,000,000) para sa mga single proprietors o isahang pagmamay-ari.
- Pagmamay-ari at kontrolado ng mga Filipino ang capital stock na hindi bababa sa 75% mula sa paid up capital na isang milyong piso (P1,000,000) para sa mga korporasyon.

HOW DO I DETERMINE IF I AM DISQUALIFIED TO APPLY FOR A PEA LICENSE?

The applicant is disqualified to apply for a PEA license if the applicant falls in any of the following:

- Those with pending cases and probable cause or convicted of illegal recruitment, trafficking in persons, anti-child labor law violation, or crimes involving moral turpitude;
- Those with previously revoked or cancelled PEA license;
- Cooperatives whether registered or not under the Cooperative Act of the Philippines;
- Law enforcers and any official or employee of DOLE; and
- Training institutions whether for tech-voc or not.

Note: Sole proprietors, partnerships, or corporations licensed to engage in private recruitment and placement for local employment are prohibited from engaging in job contracting or subcontracting activities.

PAANO KO MALALAMAN KUNG HINDI AKO KWALIPIKADO MAG-APPLY PARA SA LISENSYA NG PEA?

Ang mga sumusunod ay diskwalipikado o hindi maaaring mag-apply ng PEA license:

- Mga may nakabinbin na kaso at maaaring maging sanhi o nahatulan ng illegal recruitment, trafficking sa mga tao, paglabag sa batas laban sa labor ng bata, o mga krimen na kinasasangkutan ng moral turpitude;
- Mga nabawian o kinansela ang PEA license;
- Mga kooperatiba, rehistrado man o hindi sa ilalim ng Cooperative Act of the Philippines;
- Mga nagpapatupad ng batas at sinumang opisyal o empleyado ng DOLE; at
- Training institutions para sa tech-voc o hindi.

Tandaan: Ang mga lisensyadong nag-iisang pagmamay-ari, sosyohan o mga korporasyon upang magsagawa ng *private recruitment and placement* para sa lokal na trabaho ay ipinagbabawal sa mga gawain tulad ng *contracting* at *subcontracting*.

WHAT ARE THE REQUIREMENTS FOR THE ISSUANCE OF PEA LICENSE?

The following shall be submitted by the applicant for PEA license:

- Accomplished application form;
- Valid NBI clearance of the applicant owner, or the partners in case of partnership, or in case of corporation, its officers and directors;
- Certified true copies of the Certificate of Business Name;
- Registration, for single proprietorships; or certified true copies of the Articles of Partnership, Certificate of Incorporation, By-Laws, and Updated General Information Sheet (GIS) from the Securities and Exchange Commission, for partnerships and corporations;

- For the net worth, notarized Statement of Assets, Liabilities, and Net Worth (SALN) or an audited financial statement duly received by the Bureau of Internal Revenue;
- For the paid-up capital, Articles of Partnership or Incorporation and certified true copy of the GIS;
- Office space with floor area of at least forty (40) square meters for the exclusive use of the agency with documentary proof of ownership, such as Transfer Certificate of Title or Contract of Lease for a period of at least one (1) year with an option for renewal.
- Certificate of No Pending Case from DOLE;
- Notarized Affidavit of Undertaking; and
- Certificate of participation/attendance by the owner, partners, president, general managers, or agency's management representative to the pre-application orientation.

ANO ANO ANG MGA KINAKAILANGAN SA PAG-APPLY NG PEA LICENSE?

Ang mga sumusunod ay kailangan ng mga aplikante para sa PEA license:

- Kumpletong application form;
- Valid NBI clearance ng may-ari, o kasosyo para sa partnership o mga opisyal at direktor para sa mga korporasyon;
- Certified true copies ng Certificate of Business Name Registration, para sa mga single proprietorship'
- Certified true copies ng Articles of Partnership, Certificate of Incorporation, By-Laws, at updated General Information Sheet (GIS) mula sa Securities and Exchange Commission para sa partnerships at korporasyon;
- Para sa net worth, notaryadong Statement of Assets, Liabilities, and Net Worth (SALN) o isang audited financial statement na tinanggap ng Bureau of Internal Revenue;
- Para sa paid-up capital, Articles of Partnership or Incorporation at certified true copy of the GIS;
- Office space na may lawak na hindi bababa sa forty (40) square meters para sa eksklusibong gamit lamang ng kumpanya na may kaukulang dokumento ng pagmamay-ari, tulad ng Transfer Certificate of Title o Contract of Lease na hindi bababa sa isang taon at may opsiyon para sa renewal;

- Certificate of No Pending Case mula sa DOLE;
- Notaryadong Affidavit of Undertaking; at
- Certificate of participation/attendance ng may-ari, kasosyo, presidente, managers, o kinatawan ng kumpanya o ahensiya sa pre-application orientation.

WHAT IS AN AUTHORITY TO RECRUIT?

It is a document issued by the DOLE Regional Director authorizing a person to conduct recruitment activities for local employment outside the principal place of business other than the PEA licensee.

ANO ANG AUTHORITY TO RECRUIT?

Ito ay isang dokumento na iniisyu ng DOLE Regional Director na nagpapahintulot sinumang tauhan na magsagawa ng recruitment sa labas ng lugar o address ng opisina maliban sa lisensyadong PEA.

HOW DOES A PEA APPLY AND WHAT ARE THE REQUIREMENTS FOR THE ISSUANCE OF AUTHORITY TO RECRUIT?

The following shall be submitted by the PEA licensee for the issuance of Authority to Recruit:

- Letter request by the PEA indicating the list of job vacancies, potential employers, exact date and venue of the recruitment activity, and the name/s of the designated representative/s;
- Certified true copy of valid PEA license;
- NBI clearance of the authorized representative to be issued with Authority to Recruit; and
- Certificate of No Pending Case from DOLE.

PAANO MAG-APPLY ANG PEA AT ANO ANG MGA KINAKAILANGAN SA PAG-ISYU NG AUTHORITY TO RECRUIT?

Ang mga sumusunod ang kailangan isumite ng mga lisensyadong PEA para mag-apply ng Authority to Recruit:

- Sulat ng pakiusap mula sa PEA licensee kung saan nakasaad ang listahan ng bakanteng trabaho, potential employers, eksaktong petsa at lugar ng recruitment activity, at mga pangalan ng mga itinalagang kinatawan;
- Certified true copy ng valid PEA license;
- NBI clearance ng authorized representative na nakapangalan sa Authority to Recruit; at
- Certificate of No Pending Case mula sa DOLE.

WHAT IS AN AUTHORITY TO OPERATE BRANCH OFFICE (ATOBO)

It is a document issued by the DOLE Regional Director authorizing a PEA to establish and operate a branch office.

ANO ANG AUTHORITY TO OPERATE BRANCH OFFICE (ATOBO)?

Ito ay isang dokumento na iniisyu ng DOLE Regional Director na nagpapahintulot sa isang PEA na magtayo at magpalakad ng isang branch office.

WHAT ARE THE REQUIREMENTS FOR THE ISSUANCE OF AUTHORITY TO OPERATE BRANCH OFFICE (ATOBO)?

The following shall be submitted by the PEA licensee for the issuance of Authority to Operate Branch Office:

- Duly accomplished application form;
- Certified true copy of the valid PEA license;
- Organizational structure of the branch office, including the names of manager and staff members;
- NBI clearance of the branch manager and staff members; and
- Certification that the branch office has an office space of at least 30 square meters for the exclusive use of the branch use.

ANO ANO ANG MGA KINAKAILANGAN SA PAG-ISYU NG AUTHORITY TO OPERATE BRANCH OFFICE?

Ang mga sumusunod ang kailangan isumite ng mga lisensyadong PEA para mag-apply ng Authority to Operate Branch Office:

- Kumpletong application form;
- Certified true copy ng valid PEA license;
- Organizational structure ng branch office, kasama ang mga pangalan manager and staff members;
- NBI clearance ng branch manager at tauhan; at
- Certification na nagsasaad na ang branch office ay may lawak na hindi bababa sa 30 square meters para sa eksklusibong paggamit lamang ng branch office.

WHERE SHOULD I FILE AN APPLICATION FOR PEA LICENSE/ AUTHORITY TO RECRUIT (ATR) AND ATOBO?

The applicant must file the following with:

- **PEA license** - at the DOLE Regional Office having jurisdiction over the place where the applicant intends to establish its office.
- **Authority to Recruit** - at the DOLE Regional Office where the applicant intends to conduct recruitment activity.
- **ATOBO** - at the DOLE Regional Office having jurisdiction over the intended location of the branch office.

SAAN AKO MAAARING MAG-APPLY NG PEA LICENSE/ AUTHORITY TO RECRUIT (ATR) AT ATOBO?

Ang aplikante ay maaaring mag-apply sa mga sumusunod:

- **PEA license** - sa DOLE Regional Office na nasasakupan ang lugar kung saan magtatayo ng opisina ng aplikante.
- **Authority to Recruit** - sa DOLE Regional Office kung saan ninanais ng aplikante na magsagawa ng recruitment activity.
- **ATOBO** - sa DOLE Regional Office na nasasakupan ang lugar kung saan magtatayo ng branch office.

CAN MY APPLICATION/S FOR PEA LICENSE, AUTHORITY TO RECRUIT, OR AUTHORITY TO OPERATE BRANCH OFFICE BE DENIED?

Yes. DOLE Department Order Nos. 216 and 217, Series of 2020 enumerates the grounds in which applications for license, Authority to Recruit, or Authority to Operate Branch Office shall be denied.

MAARI BANG HINDI MATANGGAP ANG AKING APLIKASYON SA PEA LICENSE, AUTHORITY TO RECRUIT, O AUTHORITY TO OPERATE BRANCH OFFICE?

Ang aplikasyon sa PEA license, Authority to Recruit, at Authority to Operate Branch Office, ay maaring ma-deny o tanggihan base sa mga kadahilang nakalista sa DOLE Department Order Nos 216 at 217, Series of 2020.

WHAT IS THE VALIDITY OF MY PEA LICENSE, AUTHORITY TO RECRUIT, AND AUTHORITY TO OPERATE BRANCH OFFICE?

The PEA license shall be valid for three (3) years, and the Authority to Operate Branch office shall be co-terminus with the license. The Authority to Recruit shall be valid in the date and venue as indicated for a maximum of five (5) days. The recruitment activity shall be conducted during the normal business hours.

GAANO KATAGAL ANG BISA NG AKING PEA LICENSE, AUTHORITY TO RECRUIT, AT AUTHORITY TO OPERATE BRANCH OFFICE?

Ang isang PEA license ay may bisa hanggang tatlong (3) taon at ang Authority to Operate Branch Office ay nakaalinsunod sa bisa ng isang PEA license. Ang Authority to Recruit ay may bisa lamang sa petsa at lugar na nakasad sa dokumento mula sa Regional Office at hindi lalapas ng limang (5) araw. Ang recruitment activity ay maaari lamang gawin sa normal na oras ng pagtatrabaho.

HOW FAST IS THE PROCESSING PERIOD AND HOW MUCH SHOULD I PAY FOR THE APPLICATION AND PROCESSING OF PEA LICENSE, AUTHORITY TO RECRUIT, AND AUTHORITY TO OPERATE BRANCH OFFICE?

GAANO KABILIS BAGO MAKUHA AT MAGKANO ANG AKING BABAYARAN PARA SA APLIKASYON AT PAGPROSESO NG PEA LICENSE, AUTHORITY TO RECRUIT, AT AUTHORITY TO OPERATE BRANCH OFFICE?

DOCUMENT	FEE	PURPOSE
PEA LICENSE	P5,000	Application fee
10 working days upon submission of the complete documentary requirements	P15,000	License fee
	P50,000	Cash bond
	P100,000	Surety bond
AUTHORITY TO RECRUIT		
(5 working days upon submission of the complete documentary requirements)	P500	Registration fee
AUTHORITY TO OPERATE BRANCH OFFICE		
(10 working days upon submission of the complete documentary requirements)	P5,000	Registration fee
	P100,000	Surety bond

CAN A PEA CONDUCT LOCAL RECRUITMENT AND PLACEMENT OF BOTH KASAMBAHAY AND INDUSTRY WORKERS?

Yes. A PEA can conduct recruitment and placement of both domestic and industry workers, provided that the activities are properly documented and submitted to DOLE using the correct reporting forms.

MAAARI BANG MAGSAGAWA ANG ISANG PEA NG RECRUITMENT AT PLACEMENT NG PAREHONG KASAMBAHAY AT INDUSTRY WORKERS?

Oo. Ang isang PEA ay maaaring magsagawa ng recruitment at placement sa parehong kasambahay at industry workers, sa kondisyong ang mga aktibidad ng ahensya ay nakadokumento nang maayos at naisumite sa DOLE gamit ang wastong porma ng pag-uulat.

WHAT IS THE RECRUITMENT AND PLACEMENT PROCEDURE IN CASE THE ACTIVITY IS CONDUCTED OUTSIDE THE OFFICE PREMISES?

The Field/Provincial Office and PESO staff will monitor and supervise the conduct of the recruitment and placement activity. The recruitment and placement of domestic workers must be conducted in adherence to the *Batas Kasambahay*. The PEA shall require the recruit to submit documents such as resume and conduct a preliminary interview with the jobseeker to determine fitness.

In case the placement of the recruited worker is in another region, the PEA authorized representative shall secure from the DOLE Regional Office for a certification that the recruitment activity is in accordance with the existing guidelines.

ANO ANG SINUSUNOD NA HAKBANG SA RECRUITMENT AT PLACEMENT KUNG SAKALING ANG AKTIBIDAD AY ISINAGAWA SA LABAS O LUGAR NA DI NASASAKUPAN NG OPISINA?

Ang Field/Provincial Office at PESO ang magmomonitor at mangangasiwa sa aktibidad na isasagawa kaugnay sa *recruitment* at *placement*. Ang *recruitment* at placement ng mga kasambahay ay alinsunod sa *Batas Kasambahay*. Hihingan ng PEA ang recruit na

magpasa ng mga dokumento katulad ng resume at magsasagawa ito ng inisyal na panayam sa aplikante upang matiyak na siya ay may maayos na kalusugan.

Kung ang placement ng natanggap na manggagawa ay sa ibang rehiyon, nararapat na kumuha mula sa DOLE Regional Office ng katibayan na ang isinagawang aktibidad sa recruitment ay naaayon sa umiiral na mga patakaran.

Para sa karagdagang impormasyon at tulong, pumunta sa pinakamalapit na Public Employment Service Office (PESO) sa inyong lugar o mag-log on sa www.philjobnet.gov.ph.



DEPARTMENT OF LABOR AND EMPLOYMENT REGIONAL OFFICES

National Capital Region

967 Maligaya Street, Malate,
Manila
<http://ncr.dole.gov.ph>
(02) 8400-6011, (02) 8243-3594

Cordillera Administrative Region

Cabinet Hill, Baguio City
<http://car.dole.gov.ph/>
(074) 443-5338

Ilocos Region

Parammata Building B, Biday, San
Fernando City, La Union
<http://ro1.dole.gov.ph/>
(072) 607-9981

Cagayan Valley Region

Regional Government Center,
Carig Sur, Tuguegarao City,
Cagayan
<http://ro2.dole.gov.ph/>
(078) 844-0133

Central Luzon Region

Diosdado Macapagal Regional
Government Center, Brgy.
Maimpis, City of San Fernando,
Pampanga
<http://ro3.dole.gov.ph/>
(045) 455-1619

CALABARZON

3F & 4F, Andenson Building II,
Parian, Calamba City, Laguna
<http://calabarzon.dole.gov.ph/>
(049) 545-7362

MIMAROPA

3F, Confil Building, Roxas Drive
cor. Sampaguita St.,
Lumangbayan,
Calapan City, Oriental Mindoro
<http://mimaropa.dole.gov.ph/>
(043) 288-6080

Bicol Region

Doña Aurora St., Old Albay,
Legaspi City
<http://ro5.dole.gov.ph/>
(052) 480-5831

Western Visayas Region

Swan Rose Building, Commission
Civil St., Jaro, Iloilo City
<http://ro6.dole.gov.ph/>
(033).320.6904

Central Visayas Region

3F & 4F, DOLE-RO 7 Building,
General Maxilom Avenue corner
Gorordo Avenue, Cebu City
<http://ro7.dole.gov.ph/>
(032) 2662792

Eastern Visayas Region

DOLE Compound, Trece Martires
St., Tacloban City
<http://ro8.dole.gov.ph/>
(053) 832-0698

Zamboanga Peninsula Region

3rd Floor, Cortez Bldg.,
Evangelista St., Sta. Catalina,
Zamboanga City
<http://ro9.dole.gov.ph/>
062-991-2673

Northern Mindanao Region

Trinidad Building, Corrales-
Yacapin St., Cagayan De Oro City
<http://ro10.dole.gov.ph/>
(088) 858-1658

Davao Region

4th Floor Davao Ching Printers
Bldg., corner Dacudao Ave. and
Lakandula St., Agdao, Davao City
<http://ro11.dole.gov.ph/>
(082) 227-4289

SOCSCSARGEN Region

102 Acepal Building, Mabini
Extension, Koronadal City
<https://ro12.dole.gov.ph/>
(083) 520-0125

CARAGA Region

Nimfa Tiu Building, J.P. Rosales
Avenue, Butuan City
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6th Floor, BF Condominium, Solana Street corner Soriano Avenue, Intramuros, Manila
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