



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



LABOR ADVISORY NO. 17
Series of 2021

Joan
DOLE-PS 1200721 057

**SUBMISSION OF MONTHLY REPORTS AND
RENEWAL OF PEA LICENSE**

Consistent with the policy objectives of Department Order Nos. 216 and 217 for industry and domestic workers, which became effective on January 7, 2021, this Labor Advisory seeks to clarify the guidelines on the submission of private employment agency (PEA) reports and renewal of PEA license in light of the pandemic, as follows:

1. **Submission of monthly reports.** DOLE Regional Offices are hereby enjoined to accept online submissions as compliant with the reporting and monitoring requirements under the Department Orders. Submissions must be made through the following email addresses, copy furnished ble.peareports@gmail.com :

Regional Office	Email Address	Regional Office	Email Address
NCR	tssdepwwpea.ncr@gmail.com	VI	tssdregion6@yahoo.com
I	tssd.dole1@yahoo.com	VII	dole7.peareports@gmail.com
CAR	dolecar.peso@gmail.com	VIII	dolero8_tssd@yahoo.com
II	dolero2.tssddrco@gmail.com	IX	Dole9_tssd@yahoo.com
III	tssd2.dolero3@gmail.com	X	dole10.tssdx@gmail.com
CALABARZON	peareport.dole4a@gmail.com	XI	tssd@r11.dole.gov.ph
MIMAROPA	dolemimaropa@gmail.com	XII	mfo1.dole12@gmail.com
V	dolebicoemployment@gmail.com	CARAGA	peareport.dole13@gmail.com

The DOLE Regional Offices should also require that the PEAs specify and submit their official e-mail addresses to be used solely for this purpose.

The PEAs are required to keep and preserve the original copies of the reports as submitted electronically. The ROs shall issue additional guidelines on the submission of the physical copies within the year, subject to the minimum health standards as may be prescribed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID).

2. **Renewal of PEA license** – In compliance with the minimum health standards as may be prescribed by the IATF and for security purposes, the PEAs may be allowed to submit the documentary requirements for the renewal of their license

electronically. As such, personal appearance and face to face interaction shall be limited only to transactions requiring the same, by appointment and/or schedule.

In case the region having jurisdiction over the PEA's principal office is declared under Enhanced Community Quarantine (ECQ) or Modified Enhanced Community Quarantine (MECQ), the late or delayed application for the renewal of its license shall not be treated as new application if made within twenty (20) calendar days from the lifting of the ECQ or MECQ.

3. **Attachments to monthly reports and documents for renewal** – Regional Offices are enjoined to post in their official websites, social media pages, and bulletin boards the required attachments to monthly reports and documents for renewal if applicable, subject to the provisions of the Data Privacy Act, individuals whose personal information may be publicized must have consented to such posting in the PEA's official websites and social media pages.

It must be noted that the Department Orders do not prescribe any attachments to the reporting and monitoring forms. However, Regional Offices are given the discretion to require additional attachments as long as these are reasonable and required for a lawful purpose, such as for security or verification.

Be guided accordingly.


SILVESTRE H. BELLO
Secretary

Dept. of Labor & Employment
Office of the Secretary



12 OCT 2021