



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



PEA ADVISORY NO. 1-2023

TO : **ALL DOLE REGIONAL OFFICES**

SUBJECT : **CLARIFICATORY GUIDELINES ON CERTAIN PROVISIONS OF DEPARTMENT ORDER NOS. 216 AND 217, SERIES OF 2020**

In view of the concerns raised and to align with the Department's policy thrust for the effective implementation of the Department Order Nos. 216 and 217, Series of 2020, all DOLE Regional Offices are hereby instructed to observe the following guidelines:

1. The Certified True Copy (CTC) of the Business Name Certificate of Registration¹ shall remain as one of the documentary requirements in the application for PEA license per D.O. Nos. 216 and 217, Series of 2020.
2. The Authority to Recruit (ATR)² shall only be valid on the date and venue indicated in the approved application form for a maximum of five (5) days.
3. The Management Representative may also be the Authorized Representative, provided that:
 - he or she is authorized through a Board Resolution and Corporate Secretary's certificate, in case of corporation with more than one incorporator or a written resolution in case of one-person corporation and
 - he or she is authorized through a special power of attorney (SPA), in case of partnership and sole proprietorship, for the conduct of recruitment activity.³

For strict compliance.


BIENVENIDO E. LAGUESMA
Secretary

____ January 2023

¹ Pursuant to the Revised Rules and Regulations of the Business Name (BN) Law or the Department Administrative Order No. 18-07, the Department of Trade and Industry (DTI) Regional/Provincial Director or authorized personnel with access to the BN Registration System (BNRS), shall sign the CTC of the BN Certificate of Registration upon request of the business owner/s.

² Under Section 5, Article IV of the D.O. Nos. 216 and 217, Series of 2020

³ By virtue of Section 4c and 4n, Article I of the D.O. No. 216, Series of 2020, and Section 4c and 4s, Article I of the D.O. No. 217, Series of 2020, the agency owner may be the Management Representative or the Authorized Representative.