



PHILIPPINE OVERSEAS LABOR OFFICE

Dubai, United Arab Emirates

ADVISORY NO. 04-2021

POLO VERIFICATION OF DOCUMENTS ON MULTIPLE ACCREDITATION OF FOREIGN PLACEMENT AGENCIES (TADBEER CENTERS) HIRING DOMESTIC WORKERS TO THE UNITED ARAB EMIRATES

Further to POEA Memorandum Circular No. 06, Series of 2021 – Guidelines on the Resumption of Deployment of Domestic Workers to the United Arab Emirates, and pursuant to POEA Memorandum Circular No. 18, Series of 2019 – Amendment to Memorandum Circular No. 04, Series of 2019 on Multiple Accreditation/Registration of Principal/Employer, the following are the requirements for verification by the Philippine Overseas Labor Office in Dubai & Northern Emirates.

Additional Requirements for Verification of Accreditation Documents:

1) For the second accreditation:

- a. Deployment report issued by the POEA Information and Communications Technology (ICT) Branch indicating that at least one hundred (100) domestic workers were newly-hired and deployed to the Foreign Placement Agency (FPA);
- b. Proof of employment of at least one (1) Filipino welfare officer/counsellor in the office of the FPA:
 1. POLO verified employment contract;
 2. Employment Visa;
 3. Affidavit of Undertaking on the duties and responsibilities of welfare officer/counsellor; and
- c. Affidavit of Undertaking as prescribed under Section 108 of the POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016.

2. For the third accreditation:

- a. Deployment report issued by the POEA Information and Communications Technology (ICT) Branch indicating that at least two hundred (200) domestic workers were newly-hired and deployed to the Foreign Placement Agency (FPA);
- b. Certificate of No Pending Case from the Adjudication Office;
- c. Certificate of No Pending Welfare Case with the Philippine Overseas Labor Office (POLO);

- d. Certificate of No Objection from all its licensed Philippine Recruitment Agencies in line with its undertaking under paragraph c., Section 108 of the 2016 POEA Rules; and
- e. Proof of employment of second Filipino welfare officer/counsellor in the office of the FPA as enumerated in Number 1.b.

Note: Third accreditation will only be considered after one (1) year from the second accreditation.

3. For fourth accreditation:

- a. Deployment report issued by the POEA Information and Communications Technology (ICT) Branch indicating that at least three hundred (300) domestic workers were newly-hired and deployed to the Foreign Placement Agency (FPA) of which fifteen percent (15%) are non-domestic workers, if applicable;
- b. Certificate of No Pending Case from the Adjudication Office;
- c. Certificate of No Pending Welfare Case with the Philippine Overseas Labor Office (POLO);
- d. Certificate of No Objection from all its licensed Philippine Recruitment Agencies in line with its undertaking under paragraph c., Section 108 of the 2016 POEA Rules;

Note: Fourth accreditation will only be considered after one (1) year from the third accreditation.

For further details, please email [**verifypolo@yahoo.com**](mailto:verifypolo@yahoo.com)

20 October 2021