

**[ POEA MEMORANDUM CIRCULAR NO. 7 S. 1984,  
March 01, 1984 ]**

**GUIDELINES FOR THE RECRUITMENT AND ADVERTISEMENT FOR  
JOB VACANCIES**

In pursuance of Rule II entitled "Recruitment & Advertisement for Job Vacancies" of the New Rules and Regulations Governing Overseas Employment, the following guidelines are hereby issued for compliance of all licensed recruitment agencies and entities:

**A  
Advertisement for Accredited  
Principal/Project**

Advertisements for actual job vacancies by agencies and entities for their *accredited* foreign principal/project shall be allowed provided that job vacancies reflected in the advertisement are covered by job orders duly approved by the Administration, and provided further that the following basic information is indicated in said announcement:

1. Name and address of the agency/entity
2. Name of principal/project
3. Accreditation number of principal/project or, in its absence, date of accreditation.
4. Actual number of skills categories and qualification standards.
5. Documentary requirements

For this purpose, the agency or entity shall provide the Accreditation Department with a copy of the published advertisement within five (5) working days from date of publication.

**B  
Advertisement for Manpower Pooling**

Agencies and entities desiring to generate qualified applicants for their prospective principal/project may, where necessary, advertise provided the advertisement shall indicate that the announcement is for manpower pooling purposes only and that *no fee* shall be collected from applicants, Further, the following information should be reflected in the advertisement:

1. Name and address of agency/entity