MEMORANDUM CIRCULAR NO. 09
Series of 1991

TO: ALL LICENSED PRIVATE RECRUITMENT AGENCIES AND ENTITIES DEPLOYING FILIPINO ENTERTAINERS TO JAPAN

SUBJECT: Strict Implementation of Employment Documents Verification/Authentication of Philippine Embassy

In order to promote the general welfare and protect the interest of Filipino entertainers hired for employment in Japan, this Administration shall strictly require the verification and authentication of documentary requirements by the Philippine Embassy in Tokyo.

The following documents shall be required by the POEA prior to the accreditation of entertainers principals and processing of workers' travel documents at POEA:

1. For Accreditation of Principals
   1.1 Verified/Authenticated Special Power of Attorney (SPA) or Recruitment Agreement or Service Agreement
   1.2 Master Employment Contract

2. For Processing of Recruitment Order
   2.1 Verified/Authenticated Individual Certificates of Eligibility
   2.2 Duly accomplished RO form
   2.3 Accreditation Certificate
   2.4 Individual Employment Contracts
   2.5 Individual Artist Accreditation Card
A listing of verified certificates of eligibility shall be forwarded by the Philippine Embassy to POEA every week.

All agencies are advised to inform their Japanese promoters/principals on these new requirements.

For strict compliance effective 15 March 1991.

30 January 1991