MEMORANDUM CIRCULAR NO. 15
Series of 1991

TO: ALL LICENSED/AUTHORIZED AGENCIES/ENTITIES

SUBJECT: Incentive Package for Recipients of POEA Performance Awards, 1989

Further to Memorandum Circular No. 18, dated March 7, 1990, please be informed that the incentive package consisting of the following shall be made available to the recipients of POEA Performance Awards for 1989, which includes Top Performers, Hall of Famers and Recipients of Awards of Distinctions.

1. One-day renewal of license

Upon payment of license fee and submission of an undertaking to the effect that completion of other requirements for renewal of license including the posting of surety bond shall be done within sixty (60) days from date, license shall be automatically renewed. Renewed license shall be issued within the day.

2. One-day accreditation/approval of job orders

   a. Provisional accreditation shall be granted within a day upon request and to be upgraded to full accreditation subject to later compliance with the accreditation requirements.

   b. Simplification of accreditation requirements.

   c. Approval of job orders within the day.

3. Post deployment processing for Recipients of Awards of Distinction in the landbased sector to take effect in 1991, and subject to the visa processing requirements of the host country.
4. Expeditious contract processing

The Employment Contracts Processing Branch shall ensure that all transactions of the 1989 Awardee are finished within the day thru the gold express processing.

5. Priority for audition of entertainers

Release of entertainers accreditation certification within the day.

6. Automatic inclusion in the client referral service of the Marketing Branch subject to review by semester.

7. Availment of all available POEA publications thru the Information and Education Division

8. Assured publicity

a. Inclusion in relevant POEA press releases

b. Inclusion in the POEA quarterly publication of licensed/authorized companies published in the leading dailies of a list of the awardees

9. Invitation to POEA marketing missions and promotions programs.

10. Deferred submission of complete requirements for authority to conduct provincial recruitment or nursing job fair, if substantial compliance is met

11. Submission of terminal reports within one (1) month from the conduct of the provincial recruitment and/or job fair.

12. Expeditious processing of advertisement requests.

a. Inclusion of lower skill categories in "for manpower pooling" advertisements.

b. Indication of worksite may be generalized, e.g. Middle East, United Arab Emirates, United States of America, etc.

All Hall of Famers who are recipients of the Awards of Distinction shall likewise enjoy the following additional incentives:

1. Upon request, the awardees may be allowed an additional liaison officer.

2. Upon request, the awardees may be allowed two alternate signatories in addition to the allowable five.
3. The Market Promotion Division shall advise the foreign principals that their agency is a recipient of the Award of Distinction. All foreign embassies shall also be advised.

Nota Bene:

1. To identify the awardees and to ensure that the above benefits are duly accorded, special "GOLD ID CARDS" for the liaison officers of 1989 awardees shall be issued to replace the regular ones. These "GOLD ID CARDS" will identify transactions of the awardees.

2. The affidavits to be accomplished for deferred compliance shall be made available by all concerned POEA units. It is understood however, that continuous enjoyment of said deferred submissions may be suspended by these units until the company is able to comply.

Only awardees listed in the attached current list shall be entitled to the above incentive package. Gold IDs of liaison officers of previous top performers not included in the list must be immediately surrendered to the Licensing and Regulation Office.

This Circular shall take effect immediately.

[Signature]

JOSE N. SARMIENTO
Administrator