MEMORANDUM CIRCULAR NO. 25
Series of 2001

TO:
ALL CONCERNED LICENSED AGENCIES DEPLOYING OVERSEAS PERFORMING ARTISTS, FOREIGN EMPLOYERS PROMOTERS, AUTHORIZED TRAINING CENTERS & OVERSEAS PERFORMING ARTISTS (OPA’s).

SUBJECT: CUSTODY OF THE ARTIST RECORD BOOK

Pursuant to the fulfillment of the conditions and requirements of Department Order No. 22 and Memorandum Circular No. 57, series of 1995 and in accordance with the directive of the Secretary of Labor & Employment and the Administration’s continuous process improvement program, the following guidelines are issued with regards to the custody of the Artist Record Book (ARB):

1. Effective November 2, 2001, the POEA shall completely cease to maintain custody of the ARB. Consequently, it shall cease to provide Certified True Copy or CTC of the ARB.

2. All valid ARB’s shall be released immediately as follows:
   a. OPA’s without booking contract can immediately retrieve their respective ARB’s upon presentation of acceptable identification document issued by a government office bearing the OPA’s signature;
   b. Licensed recruitment agencies (LRA’s) can immediately retrieve the respective ARB’s of OPA’s under their responsibility who have booking contracts and are in the process of applying for Certificate of Eligibility in the case of Japan market or equivalent entry requirement in the case of other countries.

3. All ARB’s must ultimately be held under the custody of their respective owners, the OPA’s. LRA’s who retrieved the ARB’s from the POEA are directed to release the same to the OPA’s before they depart for overseas employment. In no instance must LRA’s maintain custody of the ARB after their respective OPA’s have departed for abroad or upon their return, except when the LRA’s have
successfully obtained another booking contract for the OPA’s during which the ARB’s may have to be submitted as a requirement for visa issuance in the country of destination. Any undue withholding of the ARB’s from the OPA’s shall be subject to sanctions in accordance with the rules and regulations of the Administration.

4. OPA’s returning to the Philippines from a finished contract, vacation or whatever purpose must continue to assume responsibility for their respective ARB’s. The ARB must be taken care of as a personal property of the individual OPA.

5. All expired ARB’s as well as OPA’s Information Sheets endorsed by TESDA but unattended to by the concerned OPA’s for ARB signing from 1995 to 2000 shall be disposed of by November 2, 2001. Prior to this date, the POEA shall accept applications for revalidation only.

6. Replacement of lost ARB’s shall be subject to the rules obtaining at the time when application for replacement is acted upon by the concerned OPA’s.

7. The Administration shall maintain a computer data base of all OPA’s issued ARB’s since 1995.

For your guidance and strict compliance.

Rosalinda D. Baldoz  
Administrator

October 4, 2001