MEMORANDUM CIRCULAR NO. 19-A
Series of 1995

TO: ALL AGENCIES/ENTITIES DEPLOYING PERFORMING ARTISTS
ABROAD, FOREIGN PRINCIPALS/PROMOTERS, AND
PERFORMING ARTISTS

SUBJECT: ADDITIONAL GUIDELINES ON THE IMPLEMENTATION OF
DEPARTMENT ORDER NO. 6 (Series of 1995)

Further to POEA Memorandum Circular No. 19 and to enable
artists bound for Japan to meet the conditions of the Embassy of
Japan indicated in its Circular No. 01-95, the following
additional guidelines are hereby issued:

1. POEA shall accept affidavits jointly executed by the
promoter and venue owner that have been acknowledged in any of
the following manner:

1.a notarized in the host country
1.b notarized in the Philippines
1.c validated by the Labor Attache (affidavit was
executed and signed in the presence of the Labor
Attache)

2. POEA shall release the OEC's and processed contracts
even if the original copy of the joint affidavit of promoter and
venue owner has not been submitted. The licensed agency/entity
shall be given fifteen (15) days from release of the
OEC's/contacts to submit the original copy of said affidavit.

3. POEA shall accept as attachments to the joint affidavit
of the licensed agency and returning artist any of the following:

3.a copy of contract of immediate past employment
3.b copy of relevant entries in the passport
3.c copy of previous Information Sheet
3.d copy of previous OEC
4. POEA shall accept documents for processing of artists with expired COE's provided such COE's were issued on or before 31st December 1994.

5. Requests for processing of group performers with less than five (5) members should be submitted to the Employment Contracts Processing Branch (ECPB) which in turn shall prepare the appropriate endorsement to the Office of the Secretary of Labor and Employment. It is important that such requests should clearly indicate the basis for exemptions and enclose the corresponding supporting documents.

For your guidance and strict compliance.

FELICISIMO O. JOSON
Administrator