Memorandum Circular No. 21
Series of 1988

TO: All Filipino Entertainers and Agencies
    Engaged in the Deployment of Filipino Entertainers

SUBJECT: Procedures on the Renewal of Expired Artist's Accreditation Certificate (PBCC Card)

In order to systematize and facilitate the renewal of expired Artist's Accreditation Certificate and to minimize the attendant problems that may arise as a result of change/s therefrom, the following guidelines are hereby issued for the information and guidance of all concerned:

a. Filing of Application/Documentary Requirements

   Application for renewal of Artist's Accreditation Certificate shall require the personal appearance by the applicant entertainers with the PBCC Secretariat.

   The application form shall be accompanied by the following documents:

   1. Original PBCC Card; and

   2. Two (2) copies "1 x 1" picture

b. Processing of Application/Renewal Certification Fee

   1. Evaluation/Verification of documents

   Evaluation and verification of documentary requirements shall be undertaken immediately after the submission of request for renewal requirements. Only application accompanied by complete documents and found to be in order shall be evaluated for which, the entertainer shall be issued a payment order to the POEA Cashier corresponding to the renewal certification fee of ₱30.00, otherwise, the application shall be promptly returned to the entertainer.
2. Issuance of Release Schedule Advise

As a matter of policy, documentary processing of the new PECC Card shall be effected only upon presentation of the Official receipt issued by POEA Cashier to the Claim Slip Counter whereupon, the entertainer shall be issued the Release Scheduled Advise, indicating among others, the release date of the new PECC Card. Under normal circumstances, the issuance of the new PECC Card takes five (5) working days from presentation of the Official Receipt of payment of certification fee to the Claim Slip Counter.

c. Releasing of Artist' Accreditation Certificate

The new PECC Card shall be released only upon presentation of the Release Schedule Advise and the Official Receipt of Payment of Certification fee to the Claim Slip Counter.

The new PECC Card shall be released to either the entertainers themselves or to accredited liaison officers of authorized recruitment agencies and/or to CHIME accredited talent managers upon submission by the latter of a copy of the management contract as required under Memorandum Circular No. 27, Series of 1986.

d. Exemption from Audition Requirement/Validity Period of Renewed PECC Card

An entertainer applying for initial renewal of his/her Artist' Accreditation Certificate shall be exempt from audition requirements.

The new PECC Card shall be valid for one (1) year from the date of issuance unless sooner cancelled or revoked by the Administration on any of the grounds under Section 28 of Memorandum Circular No. 19, Series of 1985.

e. Grace Period in Renewal of Expired PECC Card

A grace period of six (6) months is given to an entertainer to renew his/her expired Artist' Accreditation Certificate. Non-renewal by an Entertainer of his/her PECC Card within the prescribed period, would result in the automatic cancellation of his/her name in the registry of certified entertainer and at the same time render the unrenewed card null and void.

This Order takes effect immediately. All orders and guidelines inconsistent with the provision of this Memorandum are hereby repealed or modified accordingly.

[Signature]
TOMAS D. ACHALOSSO
Administrator